

State Historical Records Advisory Board

Minutes

The State Historical Records Advisory Board (SHRAB) met on November 21, 2008, at 12:30 p.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Barbara Teague, Coordinator, Jim Cundy, Deputy Coordinator; Valerie Edgeworth, Archives Month Coordinator; Mark Myers, Continuing Education Coordinator; Richard Belding, Citizen at Large; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Rebecca Ryder, University of Kentucky (UK); Sue Lynn McDaniel, Western Kentucky University (WKU); and Mary Winter, Citizen at Large. Not present were: Dr. James Greene, Harlan Independent School District; and Kent Whitworth, Kentucky Historical Society (KHS).

The minutes of August 14, 2008 were reviewed. Belding made a motion to accept the minutes, seconded by Ryder. Motion carried unanimously.

Council of State Archivists (CoSA) news

CoSA is administering Intergovernmental Preparedness for Emergency Response (IPER), a \$2.6 million grant from FEMA on disaster planning and training that includes a records management component. CoSA held a kickoff conference in Atlanta. Representatives from Kentucky's State Archives, Commonwealth Office of Technology, and Division of Emergency Management attended.

The bill "Preserving the American Historical Record" (PAHR) has been introduced in Congress. Members of the PAHR Task Force are working with a lobbyist and press agent, both *pro bono*. Task Force members are looking for another Republican co-sponsor in the House of Representatives. Bell's letter had received a positive response from Congressman Yarmuth.

National Historical Publications and Records Commission (NHPRC) news

NHPRC has awarded its most recent round of grants. Kathleen Williams, former Deputy Executive Director, is now NHPRC Executive Director. Lucy Barber, formerly Director of Technology Initiatives at NHPRC, is now Deputy Executive Director.

Kentucky Archives Month Report

The Archives Month Coordinating Committee had met that morning. Edgeworth said that Archives Month had been eventful and included the fall meeting of the Kentucky Council on Archives and the Friends of Kentucky Public Archives Annual Symposium. The Committee had sent 410 mailings of the poster and only six were returned. The change from Archives Week to Archives Month was successful, allowing greater flexibility and many more events. The Committee will meet again in the spring. For Archives Month 2009, Committee members hope to hold a video contest in which contestants use primary source materials.

SHRAB administrative support grants

The **2007** grant is closed. The last of the money was spent on completion of the promotional documentary and partial payment of the "Security in Archives and Manuscript Repositories" Workshop held in Louisville.

Some funds from **2008** have been spent on scholarships for the "Implementing DACS in Integrated CMS: Using the Archivists' Toolkit" Workshop. Some of the rest of the money will be used for a workshop in 2009. It will also be used to update the Historical Records Repository Survey from 1998 and survey staff at repositories about training or assistance needs to support possibilities for a re-grant.

SHRAB State and National Archival Partnership (SNAP) grant 2009

The SNAP grant is a combination of the former Administrative Support Grant and Re-Grant programs. The SNAP grant money will be used to hold another workshop, to support meetings, and to collect and analyze data to support a re-grant. The SNAP Grant also includes money to pay CoSA dues.

SHRAB Documentary

The documentary has been shown on KET-KY. Because the SHRAB is the copyright-holder, there are no copyright issues in placing the documentary on the Department's website. The only issue will be formatting.

Strategic Plan

Cundy said that Board members' comments at the August 14, 2008 meeting had been incorporated into the plan, along with suggestions e-mailed by Jamie Greene. Board members reviewed the *Timeline of Goals and Objectives for 2007-2012* and made several changes. Responsibility for actions items was assigned to Board members. The Board will discuss specific action items at meetings in the future, with responsible members outlining specific steps to meet the respective deadlines. Action items were assigned to as follows:

Action Items (Target Dates)	Board Member(s)
1.1.a. Create an on-line information center as part of the SHRAB web page, with articles and links about best practices. (8/2009) 1.1.b. Partner or collaborate with other providers to offer short training courses designed to provide a general introduction to archival issues for those with custodial responsibilities for historical records. (2007-2012) 1.1.c. Disseminate information about training opportunities through the SHRAB website, professional meetings and publications, and mailings to large constituent groups. (2007-2012) 1.1.d. Explore developing an "Ask a Colleague" resource to link staff at smaller repositories with professionals at major institutions who can offer advice on specific issues. (10/2009)	Public Records Division staff
1.2.a. Apply for funding from the NHPRC. (3/2009) 1.2.b. Establish guidelines for operation of the regrant program and for awarding grants. (3/2009) 1.2.c. Publicize program through website, professional publications and meetings, and mailings to repositories. (7/2009) 1.2.d. Award grants in accordance with guidelines. (7/2009) 1.2.e. Evaluate effectiveness of program on an annual basis. (Ongoing)	Public Records Division Staff
1.3.a. Collaborate with other archival institutions to create a page on the SHRAB website about funding possibilities for archival repositories. (12/2008) 1.3.b. Publish and distribute a brochure about the SHRAB, its mission, and activities. (1/2009) 1.3.c. Provide e-mail alerts about funding issues and opportunities, especially those that involve government action affecting historical records. (Ongoing)	Belding
2.1.a. Evaluate the relationship of the SHRAB website as a central point of archival content in Kentucky to the website of the Kentucky Council on Archives; investigate possible collaborative effort. Review SHRAB website updates and maintenance. (Annual review)	Bell/Edgeworth

<p>2.1.b. Outline objectives and develop fact sheets regarding repositories, issues, and content to serve as direction for Kentucky Archives video. (Documentary completed)</p> <p>2.1.c. Investigate how SHRAB can assist in publicizing and promoting ongoing activities of archives around the state. (2008-2009)</p> <p>2.1.d. Work with KCA to incorporate SHRAB goals and objectives into sessions at regular KCA meetings. (Ongoing)</p>	
<p>2.2.a. Facilitate interaction of the Kentucky Department for Education and the archival community to help archivists understand how educators want to use primary resources, with possibly moving toward collaborative content development. (4/2009)</p> <p>2.2.b. Work with Kentuckiana Digital Library to promote its work to encourage teachers to use primary source materials. (2008-2009)</p> <p>2.2.c. Promote existing workshops on research in historical records around the state, and identify needs for additional programs. (Ongoing)</p> <p>2.2.d. Evaluate ways to work with higher education faculty and/or academic archivists to increase understanding and use of archival material in the classroom. (4/2009)</p> <p>2.2.e. Promote relationship of historical records to cultural tourism. (4/2010)</p>	Ryder
<p>2.3.a. Sponsor discussion or a forum to focus on issues and current solutions in the evolving archival management environment. (Ongoing)</p>	Winter/Myers
<p>3.1.a. Continue to work with SAA, KCA, and other organizations to bring continuing education offerings to Kentucky. (Ongoing)</p> <p>3.1.b. Work with SHRABs in surrounding states to plan regional training opportunities. (2008)</p> <p>3.1.c. Organize "The Basics of Archives" course. (2009)</p> <p>3.1.d. Offer "The Basics of Archives" course in Kentucky at least four times per year. (2008-2009)</p>	Myers/Edgeworth
<p>4.1.a. Review planning quarterly. (Ongoing)</p> <p>4.1.b. Update plan annually. (Ongoing)</p> <p>4.1.c. Consult with other interested groups to increase effectiveness of the plan. (Ongoing)</p>	Belding
<p>4.2.a. Support efforts of historical records programs to secure sustained funding. (Ongoing)</p> <p>4.2.b. Publicize the availability of NHPRC grants. (Ongoing)</p>	Cundy
<p>4.3.a. Review SHRAB communications plans in other states. (12/2008)</p> <p>4.3.b. Draft plan. (2009)</p> <p>4.3.c. Solicit input from interested groups. (2009)</p> <p>4.3.d. Revise and implement plan. (2009)</p>	Edgeworth

McDaniel made a motion to approve the *State Historical Records Advisory Board Goals and Objectives for 2007-2012* as final and operational until 2012, seconded by Bell. Motion carried unanimously.

Other business

Ryder suggested using more recently-developed technologies such as podcasts to reach a younger of potential archives users. Her model is *BackStory with the American History Guys*, a public radio program put on by the Virginia Foundation for the Humanities. In it, historians from various eras discuss the historical background of various current events.

Next meeting

Board members will be contacted regarding the date of the next meeting.

There being no further business to discuss, the meeting was adjourned.