

State Historical Records Advisory Board
Minutes

The State Historical Records Advisory Board (SHRAB) met on August 27, 2010, 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; Richard Belding, Citizen at Large; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Rebecca Ryder, University of Kentucky (UK)/Keeneland; Dr. James Greene, Harlan Independent School District; Mark Myers, Continuing Education Coordinator; Mary Winter, Citizen at Large; Louise Jones, Kentucky Historical Society (KHS). Not present was: Sue Lynn McDaniel, Western Kentucky University (WKU).

The minutes of March 26, 2010 were reviewed. Ryder said that page two of the minutes read, in part, "Ryder said that she was familiar with an outreach librarian at KDE." "KDE" should be "KYVL." Belding made a motion to accept the minutes with Ryder's suggested revision, seconded by Bell. Motion carried unanimously.

CoSA news

Teague said that CoSA had held a joint meeting with the National Association for Government Archivists and Records Administrators (NAGARA) and the Society for American Archivists (SAA). Teague became president of CoSA at the end of this meeting, and will serve an eleven month term, until the next CoSA meeting in July, 2011

CoSA gave its inaugural Kathleen Roe Advocacy for Archives Award to two lobbyists who had been working with CoSA on PAHR. While the bill has been introduced in both houses of Congress, it is unlikely that it will be approved this term.

The IPER grant is going well. Jim Cundy, Mark Myers and Beth Shields will be in Madison, WI October 6 through 8 to receive train-the-trainer training. Under the grant, participating states will be required to train thirty officials through March 2012.

NHPRC/NARA news

Teague testified before the Information Policy, Census and National Archives Subcommittee of the House Committee on Oversight and Government Reform in June for reauthorization of NHPRC, on behalf of CoSA. An authorization of \$20,000,000.00 had been sent to the full committee, but NHPRC will likely receive an appropriation of \$10,000,000.00.

Kentucky Archives Month planning

Edgeworth said that the Archives Month Coordinating Committee had met that morning. She showed the Board members the poster for this year's Archives Month 2010. It is available on the Archives Month website (<http://archivesmonth.ky.gov>) and will be distributed to institutions around the state. She thanked Donna Baker of Morehead State for designing the poster and the Kentucky Council on Archives for paying for its printing and distribution. Archives Month will be publicized at the World Equestrian Games, at the Kentucky Library Association (KLA) Annual Meeting and at the September meeting of the Kentucky Association of Teachers of History. The website is up-to-date for 2010. The Archives Month Coordinating Committee has two new members: Katie Henningsen, from UK, and Sarah Jane Poindexter, from the Filson Historical Society.

The Committee had received three nominations for Certificates of Merit: Thomas Kiffmeyer of Morehead State University; Kandie Adkinson of the Secretary of State's Land Office; and Clara Potter, retired from Morehead State University.

The themes for the near future will be: Military for 2011; Sports for 2012; Folklore and Superstition for 2013; Agriculture for 2014; Fine Arts for 2015; and Music for 2016. Other potential themes include communications; industry; transportation; education; water; and architecture.

Edgeworth said that the SHRAB had presented a poster session at the recent joint meeting of CoSA/NAGARA/ and SAA. The display covered Archives Month, continuing education and the grants received by Kentucky organizations. The session was well-received. There will be a similar display at the KLA meeting.

Greene commended the design of the poster and the outreach efforts on behalf of Archives Month and suggested that these types of materials would be useful to help educators teach the value of archives and archival work.

SHRAB Administrative Support grant and SNAP grants

The Board has finished its 2008 Administrative Support and 2009 SNAP Grant. Its only active grant is its 2010 SNAP Grant.

Continuing education

Myers said that the Board does not have any continuing education opportunities pending, but will work on both in-person workshops and webinars to be funded by grant money. Ryder suggested a workshop on architectural records. Teague suggested an advocacy workshop put on by David Carmichael, Georgia State Archivist, and Kathleen Roe, of the New York State Archives.

New SNAP grant application

Cundy said that the next SHRAB grant application (2011) will be due on September 9, 2010. The Board will continue past practice by requesting funds for meeting support and continuing education. It will branch out by requesting \$1,200.00 to go toward a regional meeting of SHRAB members. In the following cycle (2012), the SHRAB will apply for a two-year grant. Possibilities for this grant are open for such projects as an itinerant archivist, a Board intern, or a set of re-grants. Board members generally felt that a SHRAB Intern would be the most beneficial option.

Grant reviews – KHS grant

Teague said that the Kentucky Historical Society is applying for a \$47,893.00, one-year Basic Processing Grant to process and catalog thirty-five collections, which comprise one-hundred cubic feet and make up KHS's Kentucky Folklife Program archives. A draft of the application had been distributed to the SHRAB's Grant Application Review Committee for review. Jones said that KHS had also submitted the draft to NHPRC for review.

Jones said that KHS shares the Kentucky Folklife Program with the Kentucky Arts Council and acts as custodian for the Program's records. Formats of these records include paper, audio, video, and graphic materials. The variety of formats necessitates listening and watching to determine content for processing, description and cataloging purposes. Another part of the project is to develop a set of procedures for the Folklife Program staff so that physical and intellectual control over subsequent records can be attained in a timely manner.

In response to a question by Winter, Jones said that there are no active records in the material to be processed, though some of the projects can be built upon through future work. The organizational schema to be used will be one developed through the American Folklife Project by the Library of Congress.

In response to a question by Belding, Jones said that the project's thirty-five collections do not represent consistent and uniform documentation of the projects undertaken by the Folklife Program over the date span of the records. This is particularly true of financial and administrative records.

Jones said that she was concerned about being sure to describe the project as a Basic Processing Grant rather than as a Descriptive Processing Grant. Ryder thought she had done that.

Teague said that the application could have been written to make the need seem more urgent. KHS could explain the unique nature of the projects of the Folklife Program, the importance of the records documenting those projects, and the inability to access them because of the records' disorganization.

Bell, asked about one of the project participants, who, according to the application

was hired [by the Folklife Program] through a National Endowment for the Arts Infrastructure grant with the intention of making the research of the Kentucky Folklife Program and the Community Scholar program accessible to the public. This was to include the processing of the archives to be made available at the Kentucky Historical Society...She has been responsible for the inventory to date.

This should be reworded to give a more accurate reflection of the percentage of this participant's time that has been spent on the Program's records inventory.

Bell suggested that KHS include more information about qualifications of the archivist to be hired using Grant funding.

Jones will send a revised draft of the application to Cundy by September 15th. Cundy will distribute it to Board members for further comments.

In response to a question by Greene, Teague said that SHRAB members would complete and submit the Board's standard review form once KHS submits the application and NHPRC asks for comments. Members will also receive guidelines as to the criteria for the appropriate grants.

Application from Kentucky for NHPRC publications funding

Teague said that KHS will be cooperating with other repositories to apply for an NHPRC grant to digitize Civil-War-era publications. They have asked the SHRAB for a letter of support. The deadline for application is October 7.

Announcements

Teague said that she visited the Mississippi Department of Archives and History in late July and met with the Mississippi SHRAB to assist in its strategic planning process. She showed "Finding Our Way Home" as part of that effort.

Teague said that former State Archivist Howard Goodpaster had passed away earlier in August. Ryder suggested issuing an Archives Month Certificate of Merit in his honor.

Edgeworth said that the KCA fall meeting will be held on October 15 at Natural Bridge. The theme is the use of Web 2.0 technologies in Archives.

A disaster preparedness workshop funded through an Institute of Museum and Library Services grant and presented jointly by KHS and KDLA will be held on October 14 also at Natural Bridge.

Next Meeting

Teague suggested holding the next SHRAB meeting using iLinc meeting software. Board members agreed and the meeting date was set for November 18 at 1:00.

There being no further business, the meeting was adjourned.