

## State Historical Records Advisory Board

### Minutes

The State Historical Records Advisory Board (SHRAB) met on August 28, 2009, 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); Dr. James Greene, Harlan Independent School District; and Jennifer Duplaga, Kentucky Historical Society. Not present were: Mary Winter, Citizen at Large; and Kent Whitworth, Kentucky Historical Society (KHS).

The minutes of March 23, 2009 were reviewed. Bell made a motion to accept the minutes, seconded by Ryder. Motion carried unanimously.

#### **CoSA news**

Teague said that CoSA had recently held a joint meeting in Austin with the Society of American Archivists.

The PAHR bill is doing well in Congress. Representative Ben Chandler (D) has signed on as a co-sponsor. This might be a good time to approach Representatives about PAHR because it is a relatively non-controversial cause.

Another CoSA project is Intergovernmental Preparedness for Essential Records (IPER). The Council of State Archivists is leading this project to develop and deliver web-based and CD-based training on records-related emergency preparedness and response for state and local governments. This project was funded by a \$2.6 million grant from the Federal Emergency Management Agency (FEMA). A training unit titled "Information to Records and Information Management" has been approved by FEMA and will be available online (<http://www.statearchivists.org/iper/rim/index.htm>). Topics of future training modules will include essential records, and emergency response. PRD staff can use these modules as models to modify their own training.

Teague is now CoSA's Vice President/President-Elect.

#### **NHPRC news**

Teague said that NHPRC's 2010 budget has been sent to Congress. NHPRC may receive a \$20,000,000.00 appropriation. CoSA is working on a letter of support for NHPRC. Dan Stokes has been named State Coordinator at NHPRC. David Ferriero has been nominated to be Archivist of the United States. Members of CoSA and NHPRC are in the process of arranging a meeting with Mr. Ferriero to discuss various items and initiatives.

### **SHRAB Administrative Support grant and SNAP grants**

Teague said that all of the funds from the 2007 Administrative Support Grant (NAR07-RS-10009-07) have been spent. The Board is in the process of spending funds from its 2008 Grant (NAR08-RS-100039-08). The Board has an ongoing SNAP grant from 2009 (NAR08-RC-10029-08) and was approved for a SNAP grant of up to \$17,000.00 to begin July 1, 2009. Extensions of the 2007 and 2008 grants were necessary to enable the Board to finish "Finding Our Way Home: Historical Records in Kentucky," the documentary promoting Kentucky's archival and manuscript resources. The grants have also gone for continuing education seminars and meeting support.

### **Continuing Education**

Myers said that the SHRAB will be hosting two workshops in the near future: The "Introduction to Web 2.0 in Archives...or What You Need to Know in a Nutshell" Webinar will be held on October 13, 2009 in Frankfort at the Kentucky Department for Libraries and Archives. "Implementing 'More Product Less Process'" will be held at the Kentucky Department for Libraries and Archives on October 23, 2009. There are currently at least twenty people enrolled. There has been a request for "Implement DACS in Integrated CMS: Using Archon." Northern Kentucky University will likely host this workshop.

### **SHRAB Documentary**

Teague said that the documentary received a Regional Emmy nomination in the Public Service Category. It did not win. Teague contacted Arthur Rouse to see if the documentary could be shown on the main KET Channels rather than the digital channels, but had not received a response.

### **Kentucky Archives Month Planning**

Edgeworth said that the Archives Month Coordinating Committee had met on June 22<sup>nd</sup>. The Archives Month poster is ready. The Kentucky Council on Archives has offered to pay for printing the poster and will be buying mailer envelopes as well. The Board was able to buy 750 posters for under \$250.00. The themes are set for the next several years: 2010 is horses; 2011 is military; 2012 is sports; 2013 is folklore and superstitions; and 2014 is agriculture. The Committee will meet in September.

### **Strategic Plan**

The Board reviewed the various goals, objectives, and action items on its Strategic Plan.

For Objective 1.1, "Assist historical records programs in choosing best practices for preservation and access," Teague said that accomplishing much of this depends on the redesigning of KDLA's website, which is still pending. The wiki has been created, but no content has been added. Teague suggested adding the SHRAB goals and objectives. KDLA continues to offer training, and the "Ask a Colleague" program has not been established. Bell suggested that the wiki might fill the role as a forum for discussion. The use of web 2.0 tools in might be useful in this regard. Greene suggested that a

general guide on where to look for questions on archives and records would be useful. Teague said that KDLA staff could make sure the wiki is functional and make a public announcement about it to the KCA E-Mail List. She suggested that this be a joint SHRAB-KCA project.

For Objective 1.3, "Gather and share information about resources to fund and support historical records repositories," Teague said that she would be receiving a brochure from the Deputy Coordinator of the Virginia SHRAB. This could be used as a model the Kentucky SHRAB. E-mail alerts are sent out regularly.

For Objective 2.1, "Develop and share information about the importance of historical records and the issues involved in their care and use," Teague the discussion about establishing a wiki was directly related to this. Bell said that Action Item 2.1.b, "Outline objectives and develop fact sheets regarding repositories, issues, and content to serve as direction for Kentucky Archives video," is moot, as the video has been completed. Greene suggested adding a column to the plan to denote items that had been completed. For Action Item 2.1.d, "Work with KCA to incorporate SHRAB goals and objectives into sessions at regular KCA meetings," Bell asked how the SHRAB goals and objectives are being represented at the KCA meetings, saying she did not think they were. She suggested that being more specific about those goals and objectives might be helpful. Myers suggested that the SHRAB might want to hold a session at the regular KCA meetings.

For Objective 2.2, "Increase the use of historical records at all educational levels and by the general public," Bell said that she had been asked to be a proofreader for the Kyleidoscope project. This fell under Action Item 2.2.b, "Work with Kentuckiana Digital Library to promote its work to encourage teachers to use primary source materials." Ryder said that Eric Weig at the Kentuckiana Digital Library would like to have letters of support from the SHRAB as a body or from SHRAB members individually. She asked for the SHRAB names and e-mail addresses. Greene had earlier discussed a website that allowed educators to explore the use of archival materials. Regarding Action Item 2.2.c, "Promote existing workshops on research in historical records around the state, and identify needs for additional programs," Bell asked about existing workshops. Teague noted the Friends of the Kentucky Public Archives Symposium, Kentucky Association of Teachers of History (KATH), the Ohio Valley Historical Society, the Kentucky Historical Society's History Speaks and Second Saturday Family History Workshops. Ryder said that developing better, more open lines of communication with educators and the Department of Education would be helpful in this regard. Greene asked whether grant money was available to fund some sort of symposium or speaker to help publicize available resources. McDaniel said that SHRAB members needed to be sure the resources were publicized in such a way to make them attractive to teachers, and that consulting teachers would be helpful. Teague suggested that the SHRAB use grant money to hold a colloquium or symposium with interested groups such as KATH and the Kentucky Department of Education. Ryder asked whether the SHRAB could bring

representatives from these groups together for a meeting. McDaniel suggested involving the Kentucky Museums and Heritage Alliance. Greene suggested talking to people who had administered the U. S. Department of Education's Teaching American History grants, such as Rebecca Hanly at the Kentucky Historical Society. For Action Item 2.2.e, "Promote relationship of historical records to cultural tourism," Ryder suggested sending Archives Month posters to tourism sites around the state, such as State Parks.

For Goal 3, "To equip those responsible for the care of historical records to respond to new challenges," Edgeworth said that Myers had been coordinating the workshops mentioned earlier. Edgeworth shares "The Basics of Archives," an AASLH/COSHRC workshop, on CD, and other workshops to help smaller archives. Teague said "The Basics of Archives" could be posted on the SHRAB webpage.

For Goal 4, "To increase effectiveness of the SHRAB as an advocate for historical records," Teague said that the Board has been reviewing its Strategic Plan on a regular basis. SHRAB members can make a better effort to clarify the various grants available through NHPRC. For Action Item 4.3.a, "Review SHRAB communications plans in other states," Edgeworth said she has done research and is looking at how to draft a communications plan.

### **Announcements**

Edgeworth said that the Kentucky Historical Society had received a two-year grant of \$40,000.00 from the Institute of Museum and Library Services. The description of the grant from the IMLS website reads

The Kentucky Historical Society will partner with the Historical Confederation of Kentucky and the Kentucky Department for Libraries and Archives to assess the collections care needs of the commonwealth and develop a plan to provide training, support, and capacity to ensure the ongoing preservation of the state's heritage. The partnership will develop a needs survey for collecting institutions in Kentucky; develop and implement a pilot project with three to five collecting institutions for a statewide collections management plan; and conduct a series of disaster planning and preparedness workshops that will provide instructions and guidelines for writing a disaster plan and inform a process to develop a statewide disaster response team.

To undertake this project, a task force is being formed, including KDLA's Valerie Edgeworth, Melissa Shields and Trace Kirkwood, and Becky Ryder from the SHRAB.

Teague suggested that the next meeting be held remotely using iLinc Software.

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