

## **State Historical Records Advisory Board**

### **Minutes**

The State Historical Records Advisory Board (SHRAB) met on November 18, 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; Mark Myers, Continuing Education Coordinator; Richard Belding, Citizen at Large; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Rebecca Ryder, University of Kentucky (UK) and Keeneland; Mary Winter, Citizen at Large; and Louise Jones, Kentucky Historical Society (KHS). Not present were: Sue Lynn McDaniel, Western Kentucky University; Dr. James Greene, Harlan Independent School District; Valerie Edgeworth, Archives Month Coordinator; and Kent Whitworth, Kentucky Historical Society.

The minutes of August 27, 2010 were reviewed. Bell made a motion to accept the minutes, seconded by Ryder. Motion carried unanimously.

#### **CoSA news**

Teague said that Preserving the American Historical Record (PAHR) may pass this Congressional session if it can be attached to a bill. Twelve PAHR co-sponsors lost their seats in the 2010 midterm elections. Maurice Hinchey (NY) will continue to be the Democratic co-sponsor in the House of Representatives, and CoSA will continue to look for a new Republican co-sponsor.

Teague said that, on October 6-8, Cundy, Myers and Beth Shields had gone to Train-the-Trainer Training in Madison, Wisconsin, for the Intergovernmental Preparedness for Essential Records (IPER) Grant. Cundy said that they had been trained in the use of iLinc Software and general online training, and that they had worked on their action plans for offering IPER training in Kentucky to state and local government officials. Cundy, Myers and Shields are meeting regularly so that Kentucky's IPER training team meets the terms of the grant.

Teague said that CoSA would hold its annual meeting jointly with the National Association of Government Archives and Records Administrators (NAGARA) in Nashville on July 13 – 16, 2011.

#### **NHPRC news**

Teague said that NHPRC's funding may again be in jeopardy and that SHRAB members may receive messages asking them to express support.

#### **Kentucky Archives Month Planning**

Teague said that the 2011 Archives Month had been successful. Certificates of Merit went to Kandie Adkinson of the Secretary of State's Office; and to Tom Kiffmeyer and

Clara Potter, both of Morehead State University. The theme for 2012's Archives Month is "Military." The Archives Month Coordinating Committee will be meeting on November 30.

### **SNAP grants**

Teague said that all of the funds from the Board's 2008 Grant (NAR08-RS-100039-08) had been expended. The Board has also completed its SNAP grant from 2009 (NAR08-RC-10029-08), is working under a grant of up to \$17,000.00 (NAR09-RC-10058-09), and has applied for a SNAP grant of \$15,000.00. Given the budgetary issues NHPRC is facing, any grant award from NHPRC is contingent on continued funding for NHPRC.

### **Continuing Education**

Myers said that the SHRAB had hosted a webinar titled "Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF)," on October 28, 2010 at KDLA. The University of Louisville also hosted the webinar. Five people attended at each location. There is no continuing education scheduled, but there are several new SAA workshops that may interest Kentucky's archivists. Cundy suggested that Board members assemble a list of potential workshops to be distributed to KCA members to gauge interest.

### **Strategic Plan**

Board members decided to postpone review of the SHRAB's strategic plan until the next meeting.

### **Announcements**

Ryder said that the University of Kentucky Physical Plant had hired an archivist who would start December 1, 2010.

Ryder said that Keeneland is looking at installing Archivists' Toolkit to help with processing of archival collections. Keeneland is also looking into using a relatively small, integrated library system called LibraryWorld.

Jones said that the Kentucky Historical Society will change to seasonal hours beginning on December 12, 2010. Between that date and March 12, 2011, the only days KHS will be open to the public will be January 8, 2011 and February 12, 2011. While KHS is closed, staff will be developing outreach programs and working on processing various collections. Archives staff will be responding to reference and information requests and working on six projects: updating and redesigning the CONTENTdm digital collection catalog; processing the William Ogden and the Wolff, Gretter, and Cusick photographic negative collections; cataloging microfilm; updating and making publicly accessible the finding aids for twenty-five large manuscript collections while reprocessing two other collections; continuing to catalog oral history collections; and continuing to catalog, process and make publicly accessible printed materials.

### **Grant reviews and deadlines**

Board members reviewed the grant application from Appalshop, Inc. for a Basic Processing Grant. Generally, this proposal is not of the same quality as previous applications from Appalshop. Members expressed concerns about the organization's ability to make these collections publicly accessible, especially given its lack of a research or reading room. The materials could be made accessible digitally, giving filmmakers direct access to original film stock. Members would have liked more information about how the work in this application would complement work done under other grants that Appalshop received. Members agreed that the records included in the proposal are historically significant, but that the plan of work and methodology are very unclear. This project might also require a Detailed Processing Grant or an Establishment of Archives Grant rather than a Basic Processing Grant. There was no detail in the application of exactly what would be funded by NHPRC and what would be paid by the cost share. There is no budget narrative and little detail or clarity regarding many expenditure items. There is little in the application about how the consultants are expected to work with the Appalshop personnel. SHRAB members also would like to have seen more information about the user community for these records.

Board members then reviewed the application from the Kentucky Historical Society, also for a Basic Processing Grant. Jones excused herself from the meeting. At the Board's August 27, 2010 meeting, SHRAB members had made several suggestions for improving a draft of the application, which had been submitted for a pre-review. Those suggestions had been incorporated into the proposal. SHRAB members felt this was a strong application and fully supported it. Board members were particularly pleased that KHS would be implementing processes to continue processing and cataloging work beyond the life of the grant.

Board reviews for these grants were due to NHPRC by December 16. Individual members' comments would be due to Barbara by December 6.

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