

STATE HISTORICAL RECORDS ADVISORY BOARD

Wednesday, April 15, 2015

Conference Call

I. Call to Order:

This meeting by phone conference of the State Historical Records Advisory Board (SHRAB) commenced at 2:30 p.m. on April 15, 2015. Participants were: Sarah Koonts, deputy state coordinator; Howard Burchette; Robert James; Billy King; Jim Martin; Karen Paar; and Kyle Wilkins. Also participating were staff members Andrea Gabriel and Kim Hayes.

II. Introductions and Approval of the Minutes:

Deputy State Coordinator Sarah Koonts called the meeting to order at 2:30 p.m. and all participants introduced themselves. Ms. Koonts then directed attention to the minutes from the conference call held on September 29, 2014 that had been sent out by e-mail and asked if there were any questions or corrections. Board members pointed out the following corrections: Page 2 grammatical error (change the word 'have' to 'has'); under "Old Business" spell out Hal's name (Keiner), and include the name of the conference that featured TAP on the agenda (NC Preservation Consortium annual meeting) and add that it also features longer keynote speakers; under "New Business" spell out DPI (Dept of Public Instruction); add space between teaching and experience. For the report on the education summit, note the audience. In this case, the Department of Cultural Resources. Kyle moved for approval of the minutes as amended. Howard seconded. The board unanimously approved the motion.

III. Reports:

Programs: Dr. Cherry could not attend the call so Sarah Koonts gave a report on his behalf. One of the biggest activities being undertaken right now is preparations to enlarge our Department and combine some of the activities with the Dept. of Environment & Natural Resources (DENR). We're focusing on how this will be done, what it will encompass, and one of the main focus areas include resurrecting historic preservation tax credits. The department has been working to raise awareness about the importance of the historic preservation tax credits. Secretary Kluttz has visited 33 sites to date, 700 articles about the credits have appeared in newspapers and online.

Division Activities: Great things are happening in the division and more is on the horizon. Division staff recently completed a 6-month project at the State Records Center to shift records to a much nicer warehouse space. Over 17,000 cubic feet of records were moved into different storage spaces to better organize records that are accessed more frequently. The warehouse space was reserved for records with a retention period under 20 years. Throughout the process staff worked hard to update our holdings databases. At the end of the process the entire warehouse was under box level bar coding inventory control. The new facility is more modern and accessible.

Division staff are diligently working on the Archives exhibit that will open in October at the NC Museum of History, entitled *Treasures of Carolina: Stories from the State Archives*. It will run October 23-June 19 and will feature documents and treasures from the State Archives. Division staff are selecting documents, preparing a catalog, labels for the exhibit, and we're also working with the museum on social media promotion. This is a great opportunity to bring the stories to the general public who many not know about our State Archives, that we're the third

oldest in the country and one of the most comprehensive. Right after the exhibit opens, we'll have Ancestry Day on November 7. Ancestry.com does this with a few states each year and we were selected. They provide speakers and advertise to their subscribers, and we're partnering with the NC Genealogical Society, the State Library, and the Friends of the Archives to sponsor this event. Participants will have the opportunity to tour the exhibit while they are in town.

Our Division has also applied for a state electronic records grant, which is in a brand new category. It deals with email management and finding ways to help state agencies automate some of these procedures. The objective is to reduce the amount of processing that has to take place to make email available. This grant would help us provide tools for people to categorize email more quickly, and tools that help to eliminate personally identifiable information. If our application is successful, we'll know in May.

The State Archives is working on finalizing information with Family Search about crowdsourcing and indexing for the WWI service cards, hoping to get them indexed more quickly than we could with our staff alone. The Division is also working with UNC-Chapel Hill's Digital Heritage Center to digitize some audiovisual materials, including some H. Lee Waters' films, AV materials from state agencies, inauguration speeches, and old Historic Sites movies.

There are two legislative initiatives we are working on. First, to amend public records law to allow for opening of some public records that are over 100 years old. These are records that right now are never available, so the new language includes sunshine on previously closed public records. While many states embrace a quicker time period to open closed records, the State Archives opted for 100 years. Some records will remain closed, including building plans, Social Security numbers, prison records, and anything closed by federal law or court order. In addition to this language, the bill includes language to update the process by which unclaimed loans of artifacts and records can be converted to a gift.

Board members had no questions regarding these activities.

VI. Old Business:

Current Grant Update: Sarah asked Andrea to give an update on the current grant, which is TAP: The Next Generation. Andrea stated we're just wrapping up this grant, whose purpose was to train a small group of archivists to go into the field and continue work of the program. The grant was supposed to end in March but it has been extended through the end of May. The products that were developed for that are a training manual, a list of site visits (there were 108), and a questionnaire that we'll send out to those who participated and get feedback from them. We want to know if they feel confident they can go out to the field and provide services. That will close out that grant. Sarah asked about the locations of visits; Andrea said visits had been done down east and in the western part of the state, and that Dick said everyone did a good job and had key strengths. This seems to be a viable model for things we can do in the future, using a travelling archivist minimally and supplement with others who have the training. Sarah explained that continuing the TAP program was a discussion at strategic planning a couple of years ago, on how to make it a sustainable program. First participants sat in a workshop and then went out on the road with him to get instructional time, followed by hands-on experience.

Cost Share Reporting: Sarah reminded everyone that cost share is important, and asked that they all complete the survey to document the hours spent working on SHRAB activities. We have to turn these hours for federal reporting. There is a link to the survey and Kim can send it to anyone who needs it. Kim and Andrea did not have anything to add.

V. New Business

TAP: Sarah began discussion on how to continue the TAP, asking for input from the board on how can we develop the idea and the things we learned from the grant. Sarah deferred to Andrea for additional explanation, who said when we launched the program in 2009 we intended to use a contractor. Since then, indications from NHPRC are that they would like to have SHRAB members be more involved. Ideas included holding a workshop that Dick and Andrea would teach to open this up to a few more people, strongly urging SHRAB members to participate in the next piece of the program. We are looking to continue the program on a smaller scale, making it open to a select group of people, and also looking at ways it can be viable without actually hiring a contract archivist go out and do this. It would be helpful to have some people trained in different regions of the state. Andrea asked if anybody on the board would be interested in that, or if any board member has colleagues who might be interested in this as well.

Karen said training was a great experience, and we need regional people trained because it's hard to do site visits that require much travel when the person has another full time job or other responsibilities. Karen commented that her commitment for the one she did was a day of training and then a day for a site visit, and time to write it up. Sarah said this is the type of information Andrea was looking to get from the participants in the way of feedback, to see if they can still do that. We're at the mercy of the applications that come in and where they are. A few people in an area is a good idea as far as distribution of the workload. We are talking about 1-2 visits a month, so not a lot of commitment, but it does take time to go on site visits and do the write-up. We did have several people interested in this because they didn't have a job and possibly were interested in it as a revenue generator, but it really would not be, and several of these people have subsequently gotten jobs.

Site visits worked well for Dick and Hal because they didn't have a lot of administrative work. We're not convinced it will work but we'd like to try. Karen mentioned it's good to plug people into their region, in a localized support network. Sarah asked if anyone else would be interested in training, Howard and Marcellaus said yes, and Sarah said if anyone else would like to participate send Andrea an e-mail. She is thinking about training in the fall, we usually do TAP applications in the spring and in the fall, but we're going to do only one round this year and it will be in the summer. Marcellaus asked if anybody from that group do a presentation at SNCA. Andrea and Sarah didn't know, but he said this would be interesting. Most of the people connected with SNCA probably know about it, but he said it would be good to be on the panel and discuss the experience, even if during a lightning round, to promote this some more. Andrea said she and Hal have talked about this before at SNCA, but it would be good to revisit. Conferences are usually in the spring, so she will look into it at the proper time.

Newest Grant: Sarah then mentioned we have received notification of the newest grant, "Teaching Digital NC." This will be a 2 year grant, and we've proposed to hire an archivist with education experience or vice versa to develop lesson plans based on online digital repositories. The plan is to do a survey of online and digital repositories and come up with three areas for a common core in partnership with the Department of Public Instruction (DPI). The basic core structure is social studies and history, and we'll come up with 3 topics they are interested in covering. After we decide on topics we'll look to repositories throughout the state for holdings that support those topics. The goal is to get the repositories up online and then develop lesson guides and tutorials and put those online. The grant is for \$61K and we're going to match it.

We're hiring Joann Williford who worked in the education unit of Archives & History, and she is excited about starting. She has experience and knows the collection. We plan to begin the contract with her and start in July. We can use the ECHO database and some of our TAP institutions to see what's out there to mesh with DPI.

SHRAB members will be asked to help with criteria to use to select documents, and guide toward repositories for lesson plans. We'll also ask for SHRAB members help in reviewing web content and lesson plans. Some of this grant money will also be used to redesign our SHRAB website which is out of date. Sarah added that one big emphasis in teaching Social Studies is the desire to connect students to the primary resources directly, actually using original source material in lesson plans for their own interpretation. One example is a middle school using original poster images for the students to draw their own conclusions about the message. Karen commented it sounds interesting.

Roles of SHRAB and State Archives: Sarah commented that she was just in DC for a Cosa board meeting, and while there she had the opportunity to talk to NHPRC staff members. The Commission is undergoing a strategic planning initiative, focusing on what are they funding and whether it is in the right way. There may be opportunities arising from this for SHRAB members to comment on what they like or don't like, so watch for those opportunities sent out by e-mail in the next few months to give feedback. Sarah mentioned also that she visited several delegates involved in work of the commission and took the opportunity to remind them of the good work that has come from the NHPRC grants, and that unlike other federal programs we do yield good results. The delegates she spoke to were very positive about the work of the commission and will continue to support it. The program is very small and the budget keeps funding low. Several states plan to join and write a letter promoting the program to try and get funding back up. Advocacy materials will be sent out to SHRAB members, who are encouraged to contact their representative and encourage support for the commission.

VI. Other business

Sarah asked if there was any other business. Andrea mentioned scheduling a SHRAB onsite meeting in early fall or late summer, and asked board members to keep that in mind. Karen commented on the wonderful work being done through our Western Regional Archives, staff out there are doing a great job with outreach. There was nothing else to discuss.

VIII. Adjournment

Sarah thanked everyone for their time, and said there are no grants to review right now, but she will keep board members informed. A motion to adjourn was made by Robert James and seconded by Kyle Wilkins. It passed unanimously. Meeting adjourned at 3:25p.m.