

**MINUTES OF THE
STATE HISTORICAL RECORDS ADVISORY BOARD**

August 6, 2007
Raleigh, North Carolina

I. Call to Order

State Coordinator and Deputy Secretary of the Office of Archives and History Jeffrey J. Crow called this meeting of the State Historical Records Advisory Board (SHRAB) to order at 1:30 P.M. in the east mezzanine library of the Archives and History/State Library Building. Present were State Coordinator Crow, Deputy State Coordinator and State Archivist Dick Lankford, board members David Brook, Janis Holder, Madeleine Perez, Loren Schweninger, and Benjamin Speller. Staff members Boyd Cathey, Andrea Gabriel, Sarah Koonts, and Glenda Montague were also present. Board members Howard Burchette, Hal Keiner, and Suellyn Lathrop were absent.

II. Approval of the Minutes of February 19, 2007

The first order of business was the approval of the minutes of the February 19, 2007 meeting. The minutes were approved unanimously.

III. Report of the State Coordinator/Deputy Secretary of Archives and History

State Coordinator Jeff Crow gave a report on actions and events affecting the Office of Archives and History and the SHRAB:

A. Dr. Crow reported that he, Dr. David Brook, Dick Lankford, Sarah Koonts, and Kelly Eubanks attended a very informative joint meeting of the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Archivists (CoSA) held in Kansas City, Missouri, July 18-21, 2007. Dr. Crow was a featured speaker in the session about replevin, focusing on the ownership and custody battle for North Carolina's copy of the Bill of Rights, as well as other recent replevin cases, including ownership of an 18th regiment Confederate flag that disappeared from the Museum of History around 1965. He discussed another case involving documents taken in 1865 from the State Capitol that have now been returned to North Carolina. Kelly Eubank of the Government Records Section of the State Archives was also a speaker at the conference, discussing the section's work with website capture and preservation using the Internet Archive.

B. House Bill 645 has been passed by the General Assembly, establishing the SHRAB as a state board by statute, to be located administratively in the Department of Cultural Resources. This will entitle the SHRAB to eventually receive state as well as federal funding.

C. Dr. Crow thanked Dick Lankford and Sarah Koonts for their hard work on making the Bill of Rights tour so successful, and he praised the Museum of History for doing a wonderful job designing the Bill of Rights exhibit. The next scheduled exhibit will be at the Museum of History in Raleigh during Constitution Week, September 17-23. There will be a one-day symposium concerning the origins of the Bill of Rights. Documentary editor Charlene Bickford will be a featured speaker, as well as Karen Blum and Dale Talbert of the Attorney General's

office during the day session. In the evening session, Walter Dellinger, professor of law at Duke University, will be the keynote speaker. The Bill of Rights tour will proceed to Charlotte on the weekend of October 5-7, where Julius Chambers will speak on the right to assemble/petition. Former North Carolina Supreme Court Justice Willis Whichard will speak on the right to a jury trial and due process during the Asheville exhibit on November 8-10. The final stop will be in Greensboro on November 30-December 3, where Professor Don Higginbotham will talk about the right to bear arms.

IV. Report of the Deputy State Coordinator/State Archivist

Deputy State Coordinator and State Archivist Dick Lankford gave a report on activities and events affecting the State Archives:

A. Mr. Lankford reported that he and Sarah Koonts had focused on participating in the Council of State Archivists meetings during the joint NAGARA/CoSA conference in July. He showed the SHRAB a "Certificate of Preparedness" we had received for the development of disaster planning programs. ✓

B. Mr. Lankford was pleased with the success of the Bill of Rights tour so far, commenting that over 2,800 people visited the exhibit at Edenton.

C. The Archives staff spent most of their time during the months of May and June shifting records back from the State Records Center into the newly renovated Archives stacks, where a new sprinkler system has been installed. The staff also did an inventory of the records before the Archives reopened in its temporary location on July 3. In addition, a commercial firm was hired to move 8,000 cubic feet of records from the Old Records Center on Lane Street to the State Records Center on Blount Street. This move was prompted by climate control issues in the old facility and should insure better preservation of these records.

D. Concerning grants, the NHPRC has awarded the State Archives \$102,000 for a collaborative initiative with the Kentucky and Pennsylvania archives to study and plan email preservation tools. The University of North Carolina at Chapel Hill, the State Archives, and the Outer Banks History Center (OBHC) are working on a three-year maps digitization project funded by NC ECHO, which will make these map holdings available online. NC ECHO is also funding a pilot newspaper project to digitize and index thirty reels of newspaper microfilm. Andrea Gabriel, head of the Resource Management Branch of the State Archives, has submitted a grant application to the National Endowment for the Humanities (NEH) for the arrangement, description, and digitization of the OBHC photograph collections.

E. In July 2007, an original Civil War naval diary was purchased from Antique Liquidators and Appraisals of Savannah, Georgia, by the Office of Archives and History for \$3,800. The 1864 diary contains an approximately six-month account of activities as Lewis Loesch served on board a blockade ship, the *USS Pequot*, off the North Carolina coast. \$ from FA?

V. Old Business

A. Status of strategic plan initiatives ✓

1) Janis Holder reported that she has been working on a database of "archival experts." Only fifteen sign-up sheets have been completed and returned to her so far, so she plans to make

the sign-up sheets available on the web page of the Society of North Carolina Archivists (SNCA).

2) Dr. Benjamin Speller reported on a session he had attended with Senator Richard Burr in Rocky Mount, discussing how smaller groups could collaborate and partnership with other small groups and nonprofit organizations in order to share larger grant funds. Jeff Crow thanked Dr. Speller for sharing with Senator Burr what the SHRAB has been doing throughout the state.

3) Suellyn Lathrop reported on her research regarding "field services" sponsored by SHRABs around the country. A handout was presented to the board with her findings.

4) Dr. Crow encouraged everyone to keep working on the strategic plan initiatives and stated we would continue progress reports at the next meeting of the SHRAB.

B. SHRAB disaster planning and preparedness grant activities

State Coordinator Crow expressed his disappointment that Branford Marsalis would be unable to attend the one-day disaster preparedness training conference on November 14, 2007. Congressman David Price has tentatively agreed to attend the luncheon, subject to congressional schedule change. For this reason it was suggested that an additional speaker be booked as well.

Andrea Gabriel and Sarah Koonts reported on some of the activities of the conference planning committee.

1) The conference sessions have been planned, and a "Save the Date" notice, along with registration forms, will be sent out soon via email. Andrea passed out a copy of the conference flyer that highlights the importance of building networks among emergency management agencies and cultural institutions that hold official records, special collections, and documentary materials. *the ✓*

2) Representatives from FEMA and SEMA have been included in the program. In session one, representatives from the coast and mountains will discuss various disasters (floods, fires, hurricanes, etc.), how they responded to them, and lessons learned. *Sheet ✓*

3) Session two will focus on "Resources and Networking," emphasizing the "how," "where," and "who to contact" in emergencies.

4) "Risk Management" will be the subject of the final session, which will include information on follow-up training and preparation. There are plans for six post-conference training sessions around the state that will focus on writing disaster response plans.

5) Another objective of the November meeting is to formalize some good emergency management contacts. It was noted that, unfortunately, FEMA has not yet included the southeast region in their disaster preparedness and recovery training. Hopefully, that situation will change soon. *✓*

6) SHRAB members Janis Holder, Hal Keiner and Ben Speller were asked to be moderators during the sessions.

7) A few seats will be reserved at the conference for Archives staff to attend.

8) Dr. Crow asked Sarah Koonts and Andrea Gabriel to contact the Department of Cultural Resources Information and Marketing Services office about advertising and possible podcasts. There was also discussion about filming the sessions, producing online virtual training, uploading PowerPoint presentations onto a conference website, and producing a condensed report on the conference for the departmental/SHRAB website.

9) Dr. Crow will make the final remarks at the conference, tying up any loose ends, and concluding with a brief pitch on the upcoming workshops in 2008.

10) Interviews for the project archivist have been completed, and applicants have been narrowed down to one person, Ray Christian. Dick Lankford passed out a copy of his application for the board's review.

11) The board approved the proposals of the planning committee and agreed to proceed accordingly.

VI. New Business

Dick Lankford further reported on the Council of State Archivists (CoSA) meeting in Kansas City. He noted that CoSA is now very active and strong, and is acting more independently of NAGARA. CoSA has been working with the NHPRC to alter granting formulas to combine regrant and board maintenance grants into one grant. One of the major requirements to receive grant funds will be to have a strategic plan. There will be smaller two-year grants for up to \$20,000, with the objective of reaching more potential grantees and streamlining the application process. Most of the emphasis continues to be on disaster preparedness.

The board agreed to Dr. Crow's suggestion to meet one more time prior to the conference in November to finalize plans and arrangements. Dr. Crow will decide on a date in October and let the board know later. By that time a project archivist should be available to help.

In other new business, Dick Lankford brought to the board's attention the need for new appointments to the board since Ben Speller's and Loren Schweninger's terms expire October 31, 2007.

VII. Adjournment

There being no other business, the SHRAB adjourned at 3:10 p.m.

Respectfully submitted:

Jesse R. (Dick) Lankford, Jr.
Deputy State Coordinator
State Historical Records Advisory Board