

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

**Friday, November 7, 2008 (11:30 a.m.)**

**Raleigh, North Carolina**

**I. Call to order:**

This meeting of the State Historical Records Advisory Board (SHRAB) of North Carolina was called to order at 11:30 a.m., by Dr. Jeffrey J. Crow, State Coordinator of the board and Deputy Secretary, Office of Archives and History. Present were State Coordinator Crow and members Jesse (Dick) Lankford, Howard Burchette, Madeleine Perez, David Brook, Robert James, Benjamin Speller, and James Martin. Also present were staff members Boyd Cathey, Andrea Gabriel, Kim Hayes, and Sarah Koonts. Board members Karen Zipf and Janis Holder were absent.

**II. Approval of the Minutes of April 11, 2008:**

Board member Ben Speller moved the adoption of the minutes of the April 11, 2008 meeting; his motion was seconded by Madeleine Perez. Without objection, the minutes were unanimously approved.

**III. Report of the State Coordinator:**

Dr. Jeffrey Crow now reported on several events and ongoing activities of the Office of Archives and History:

- 1) He announced that the Office of Archives and History would be sponsoring an all day symposium on Abraham Lincoln on February 12, 2009.
- 2) Also, the agency would be sponsoring a lecture by Professor Dan Carter on Andrew Johnson in December 2008 at the State Capitol.
- 3) Regarding the agency budget, Dr. Crow reported that Archives and History was now subject to a 5% cut in its budget. Additionally, a hiring and travel freeze has been implemented. More cuts were expected for 2009.
- 4) On the national level, he announced that Dr. Lucy Barber was the new Deputy Executive Director of the National Historical Publications and Records Commission (NHPRC).

**IV. Report of the Deputy State Coordinator:**

State Archivist and Deputy State Coordinator, Jesse (Dick) Lankford, now reported on activities and events affecting the North Carolina State Archives:

- 1) Regarding the appointment of Dr. Barber as the new Deputy Executive Director of the NHPRC, Mr. Lankford stated that the State Archives (Archives and Records Section) had worked closely with her on its e-mail

preservation project, and that it looked forward to continued and close collaboration.

- 2) A \$42,919 cut in the budget of the Archives and Records Section has been exacted by the "short session" of the state General Assembly, and that cut is being felt in services and operations.
- 3) The State Archives is participating in the Council of State Archivists' [CoSA] Intergovernmental Preparedness for Essential Records [IPER] program, a three-year project to develop and provide training to state and local governments about protecting records before, during, and after disasters.
- 4) Over the Labor Day weekend the roof of one of our records repositories, the Blount Street Annex, began leaking, and some records were affected. Efforts to correct this problem will be made.
- 5) Approximately \$43,000 of asbestos work must be done at the Records Center building; the Office of State Construction is looking for funds.
- 6) The Office of State Personnel has instituted a "banding" system for classifying employees of the State Archives, effectively ending prior classifications (such grades as I, II, III, etc., have been eliminated). There are now only two personnel classifications: professional and managerial.
- 7) The State Archives has received \$78,000 for training and technical support as part of a collaborative grant project funded by the Library of Congress's National Digital Information Infrastructure Preservation Program. Archives staff is working with the N.C. Center for Geographic Information and Analysis and the state archives of Kentucky and Utah to preserve GIS maps.
- 8) The Cemetery Project has seen renewed activity, supported by the General Assembly, with a statewide survey, services, and stewardship program for cemeteries as its objective.

#### **V. Old Business:**

1) Status of Implementation of the SHRAB Strategic Plan (see page 10 of the Plan):

- (1) The SHRAB has been established as a state program by state statute;
- (2) The SHRAB has held its Conference on Disaster Preparedness;
- (3) A communication link/newsletter has not yet been instituted;
- (4) The "field archivist" position has not yet been created;
- (5) Alternate funding strategies have not been fully explored.

2) New board member:

Hal Keiner has left the board, to be replaced by Robert James, Executive Director of the North Carolina Preservation Consortium (NCPC). Benjamin Speller moved that a letter of thanks be written and sent to Dr. Keiner; the motion was seconded by Madeleine Perez and passed unanimously.

3) Overview of the SHRAB's Disaster Planning and Preparedness grant:

- (1) An Interim Narrative was submitted, August 25, 2008.

- (2) Five workshops have now been completed (the planned Manteo workshop was cancelled). Discussion focused on a sixth workshop, and Winston-Salem was selected as the site for it.
- (3) Board members agreed that the present grant should be extended, and that a request should be made to the NHPRC for this extension. The extension would enable the SHRAB to complete workshop evaluations, a Web site, and a final report.
- (4) Robert James of NCPC, charged with presenting the workshops, reported that preliminary feedback was very positive, with new relationships and links created.

#### **VI. New Business:**

- 1) Mr. Lankford reported on the CoSA Intergovernmental Preparedness for Essential Records (IPER) program. CoSA secured a FEMA grant for this project, with each state to develop a leadership team. North Carolina has its team in place. Products will be used as tools in disaster preparedness. The State Emergency Management and ITS agencies have come on board, as well. Training will take place next fall. This project should foster interagency cooperation.
- 2) Mr. James spoke about the close cooperation between IPER and the SHRAB's Disaster Planning and Preparedness project, and how such cooperation fostered a more informed and concerted response to natural and man-made disasters.
- 3) "SNAP" Grants: The NHPRC is offering expedited board support or "SNAP" grants up to \$20,000, with ancillary goals incorporated into them. Discussion focused on the possibility of the SHRAB incorporating support for an itinerant "field archivist" for eighteen months into such a grant. The board expressed support for this effort.
- 4) IMLS Grants: The Department of Cultural Resources (and Office of Archives and History) will be pursuing application for a \$40,000 IMLS grant, and then perhaps a large, collaborative grant that could amount up to \$500,000 (specifically for disaster preparedness and similar initiatives). GIS mapping may be one area that could involve the SHRAB.
- 5) Grant applications from North Carolina repositories: Mr. Lankford announced that grant applications to the NHPRC from (1) the Outer Banks History Center, and (2) the Brevard Music Center, had been referred for review to the SHRAB, and that copies would be sent out shortly to board members for their evaluation. Evaluations will be due to Mr. Lankford by December 5, 2008.

#### **VII. Other Business:**

Mr. Lankford announced that he had been asked to serve on a Society of American Archivists panel at its upcoming conference in Austin, Texas.

**VIII. Adjournment:**

There being no other business, the board adjourned at approximately 1:30 p.m.

Respectfully submitted,

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

February 20, 2009