

**THE STATE HISTORICAL RECORDS ADVISORY BOARD
OF NORTH CAROLINA
Meeting, September 21, 2009, Raleigh, North Carolina
Archives and History Building
1:30 p.m.**

I. Call to order:

This full meeting of the North Carolina State Historical Records Advisory Board (SHRAB) in the third floor conference room was called to order by State Coordinator Dr. Jeffrey J. Crow at 1:30 p.m. Present were: State Coordinator Crow, Deputy State Coordinator Jesse (Dick) Lankford, and board members Janis Holder, Benjamin Speller, Madeleine Perez, Robert James, Karen Zipf, Howard Burchette, David Brook, and James Martin. Additionally, three Archives and Records Section staff members were in attendance.

II. Approval of the minutes of November 7, 2008:

The first order of business was the approval of the minutes of the SHRAB meeting of November 7, 2008. The minutes were approved unanimously.

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

Dr. Jeffrey J. Crow reported on the following events, programs, and activities:

1) Cuts to the Office of Archives and History budget amounted to approximately 7% during the past summer budget process in the General Assembly. The major effect has been in travel and subsistence, supplies, and temporary salaries. The operations budget has been cut drastically, and outreach will be difficult for the remainder of the biennium.

2) A total of seventeen positions were lost to the entire agency; Archives and Records lost four positions (vacant positions). It is now quite difficult to fill vacancies.

3) One very hopeful measure was the bipartisan adoption of the Archives and Records Management Fund (ARM), which enables the State Archives to receive a \$5.00 fee for every transaction enacted by registers of deeds across the state. This revenue stream will permit the agency to fulfill some of its mandates regarding records and preservation.

IV. Report of the Deputy State Coordinator/State Archivist:

State Archivist and Deputy State Coordinator of the SHRAB, Jesse (Dick) Lankford now reported:

1) Regarding budget cuts, the Archives and Records Section (State Archives) lost approximately \$216,000 in cuts; added to this, the agency was cut by \$48,000 in the preceding year. Additionally, four positions were cut. These measures are having a significant effect on operations.

2) The positive news is that the agency does now have the ARM fund initiative in place which will assist in making up some of those cuts that affect operations. Mr. Lankford pointed out that other states do this, as well. One question that did arise during discussion of this measure was the definition of "deed transaction." A very circumscribed interpretation, limiting the measure to a narrow definition, would bring in a projected \$1.5 million per annum; a broader definition would mean about \$4 million could be recovered. It appears that the legislature opted for the broader definition. The Attorney General must examine this issue to determine the exact meaning.

3) The National Genealogical Society (NGS) held its national meeting in Raleigh, May 13-16, 2009, and the State Archives was well prepared for the hundreds of additional visitors and researchers. The State Archives was opened extra hours, including night hours, and the entire staff worked tirelessly to make the event successful. Response from NGS attendees has been uniformly positive.

4) The Outer Banks History Center (OBHC) has received a \$42,327 grant from the National Historical Publications and Records Commission (NHPRC) in support of the arrangement and description of special collections in its custody.

5) The State Archives MARS online access system has been totally revamped using an SQL-based accessioning system.

6) The State Archives has initiated a new online Archives Accession Database which enables various archivists to prepare accessions for the State Archives online.

7) Governor Beverly Perdue has issued an executive order (E.O. 18) affecting all state and public employees, who now must maintain business email according to the time frames set down in the executive order. This followed the meeting and recommendations of a gubernatorially-appointed panel, in which the State Archives played a role. Employees will receive mandatory instruction and training in new procedures for email retention.

8) The State Archives and the Outer Banks History Center are participating with the University of North Carolina at Chapel Hill in the "North Carolina Maps" project, which features a comprehensive, online collection of historic maps of the Tar Heel State. More than 1,500 maps are included in this initiative to place them online and make them accessible.

9) The Archives and Records Section is a major partner in the North Carolina Center for Geographic Information and Analysis (in collaboration with Kentucky and Utah), in GeoMAPP, which pairs state government archives staff with geospatial experts to investigate the issues surrounding the preservation of public documents.

10) Effective August 1, the SHRAB received a grant of \$33,223 from the NHPRC to implement an eighteen-month Traveling Archivist Program (TAP), to educate, train, and provide direct technical assistance to cultural and archival institutions that house archival collections. Dr. Hal Keiner, recently retired archivist at Appalachian State University, is serving as project archivist.

V. Old business:

Deputy State Coordinator Dick Lankford reported on various items under old business:

A. Status of the SHRAB Strategic Plan initiatives:

- 1) The Strategic Plan proposal to erect the SHRAB as a state-mandated board was introduced into the General Assembly and was enacted into law;
- 2) The SHRAB has a newly-revamped and re-designed website;
- 3) The proposal for a "Traveling Archivist Program" was submitted as a grant proposal to the NHPRC and has been funded.

B. SHRAB Disaster Preparedness and Planning Grant:

- 1) The final report and final budget report for this grant is due October 21, 2009 and will be submitted on schedule;
- 2) The statewide conference and six regional workshops were held as provided for in the project timeline;
- 3) The grant was extended to June 30, 2009, to enable the completion of the new SHRAB website and a final workshop;
- 4) Surveys of participants at the conference and workshops were completed successfully.

C. Grant applications to the NHPRC: Two grant applications were reviewed by the board during the previous year. Of these the OBHC grant application (see above) was funded by the NHPRC. An application by the Brevard Music Center was withdrawn for more preparation.

D. The CoSA Intergovernmental Preparedness for Essential Records (IPER) Project: The State Archives and other North Carolina stakeholder agencies have been deeply involved in this project, initiated by the Council of State Archivists (CoSA), entailing the identification of essential records and subsequent preparation for eventual recovery and conservation in the case of disaster. An overriding object has been to bring together agencies such as FEMA, SEMA, archives, and the business community to communicate and formulate jointly plans and approaches.

E. Institute of Museum and Library Services (IMLS) grant: The State Library of North Carolina received a grant from the IMLS, and in turn requested the participation of the State Archives in its execution. The project will, somewhat like the North Carolina ECHO project, survey North Carolina cultural repositories. Among survey measures are: space needs, preservation needs, disaster preparation, curation, staffing, and staff education and training. Between \$40,000 and \$50,000 was included for support of this project.

VI. New business:

A. Traveling Archivist Program (TAP): This grant and resultant program were developed as a result of a recommendation in the board's Strategic Plan. The NHPRC has approved funding of this initiative (\$33,233) for eighteen months. Dr. Hal Keiner, former archivist at Appalachian State University, Boone, and a former member of the North Carolina SHRAB, is the project archivist. Dr. Keiner will do approximately forty on-site consultancy visits, with the object of offering education, training, and providing direct technical assistance to cultural and archival institutions that house archival collections. Applications for TAP support from potential participating institutions will be accepted

and evaluated by the board (Madeleine Perez and Janice Holder volunteered to assist in evaluating applications).

B. CoSA "Preserving America's Historical Record [PAHR] Initiative: The PAHR proposal, which is before Congress, would entail basic block grants to state archival/historical agencies (out of a total proposed appropriation of \$50 million), to be used as regrants or pass-through grants to local and regional stakeholders for preservation, digitization, and other efforts to preserve this nation's historic documentary heritage.

C. Triangle Alliance for Response Forums: This initiative, in which the Office of Archives and History is also participating, seeks to engage emergency management agencies and personnel with cultural heritage, preservation, and historical agencies and personnel, to establish a good working relationship and coordination in emergency management, planning, and response. Dr. David Brook will speak to the Triangle Alliance on October 23.

D. Board terms: The current terms of Dr. Brook and Madeleine Perez end on October 31; Mr. Lankford stated that he and Dr. Crow would ask for the reappointment of those two members.

E. Strategic Plan revisal: Mr. Lankford stated that 2010 would be the year in which the SHRAB was scheduled to revise, amend, and/or re-write its Strategic Plan. Dr. Crow, Dr. Brook, Mr. Lankford, and their staffs, would meet to come up with a proposal for the board, perhaps a strategic planning retreat at which time the board would revise the plan.

VII. Adjournment:

There being no additional business, a motion was made by Dean Ben Speller that the board adjourn, which it did at approximately 3:10 p.m.

Respectfully submitted,

Dr. Jeffrey J. Crow, State Coordinator

January 21, 2010