

**THE STATE HISTORICAL RECORDS ADVISORY BOARD  
OF NORTH CAROLINA**  
**Meeting, March 15, 2010, Stagville State Historic Site,  
Durham, North Carolina**  
**10:00 a.m.**

**I. Call to order:**

This meeting and strategic planning retreat at the Stagville State Historic Site was called to order by state coordinator, Dr. Jeffrey J. Crow. Present were Dr. Crow, and board members Jesse (Dick) Lankford, Howard Burchette, Robert James, Ben Speller, *David Brock* Madeleine Perez, Karen Zipf, and staff members Andrea Gabriel, Boyd Cathey, and Kim Hayes. Before proceeding Dr. Crow reminded everyone that as standard procedure, on any issue where a board member might have a conflicting interest, that member should recuse himself from voting.

**II. Minutes of the September 21, 2009 board meeting:**

The first item on the agenda was the approval of the minutes of the board meeting of September 21, 2009. A motion was made and seconded, and the minutes were approved unanimously.

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

Dr. Crow now reported on several items of interest to the board.

1) Budget Issues: Dr. Crow stated that the Department of Cultural Resources had experienced an across the board budget cut of 7% for the fiscal year, and that there could be additional future cuts of 3% and 5%. The revenue picture had not improved substantially. The department and the Office of Archives and History have imposed a freeze on most expenses, with almost no travel, except for federally-funded programs. Secretary Carlisle is attempting to temper these cuts.

There is some good news for the State Archives, however, and it involves the Archives and Records Management (ARM) fee recently enacted by the General Assembly that will bring in five dollars per many of the transactions at registers of deeds offices throughout the state. Although the State Archives had to give up four vacant positions, ARM fee proceeds have permitted the agency to continue offering services to constituents and stakeholders around the state. The ARM fee has been a life-saver for our programs.

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

Deputy State Coordinator Jesse (Dick) Lankford now gave his report. Here are highlights of his report:

1) He announced that the State Archives and the Historical Publications Section had published a new *Guide to County Records in the North Carolina State Archives*, a complete revision of the *Guide* published in 1997. This is an important achievement and will be extremely useful to researchers, patrons, and local and state government personnel.

2) Regarding the budget, Mr. Lankford announced that \$216,000 had been cut from the Archives and Records Section (State Archives) budget, and this was made on

top of a \$42,000 cut made last year. Approximately 65% of the State Archives' operating budget has been cut. Last year the section lost four positions, and without the ARM funds, a number of filled positions would have been eliminated.

3) The provisions involved in the ARM legislation went into effect this past January. The State Archives was able to collect approximately \$318,000 initially (for the months of October-December 2009), most of which went to replace and purchase much-needed equipment. Additionally, \$124,000 was collected for January and February 2010, dedicated to the acquisition of necessary supplies, scanners, microfilm, and other items. For next year Secretary Carlisle has approved the use of approximately \$1.2 million in ARM funds for archival purposes. Despite this assistance, the State Archives will still experience some painful cuts, and the future is not secure.

4) Mr. Lankford announced the retirement of several long-time State Archives employees, including Gina Fry, Enno Wulf, and Bob Harrelson, long-time veterans in the Collections Management Branch.

5) The extensive Joe McLaurin Collection of local history (Richmond and surrounding counties) will be coming to the State Archives. Well over 200 cubic feet in size, this collection of documents also will come with financial support to pay for the arrangement and description of the collection.

6) The State Archives is continuing its collaboration with the Intergovernmental Preparedness for Essential Records program (IPER), under the leadership of the Council of State Archivists. Several Archives staff members have participated in IPER initiatives.

7) The State Archives is continuing its collaboration with the University of North Carolina at Chapel Hill and the Outer Banks History Center on the North Carolina Maps Project Web site. Eventually a total of more than 1,500 North Carolina state, regional, municipal, coastal, and other maps will be digitized and made available online. The State Library of North Carolina's ECHO program funded this initiative.

8) Lastly, Mr. Lankford mentioned a new exhibition of Bruce Roberts photography that will be on display at the Outer Banks History Center until December 2010.

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

1) Mr. Lankford now reported on two grant proposals that were submitted to the National Historical Publications and Records Commission (NHPRC) and reviewed by the North Carolina SHRAB. The North Carolina State University architectural history grant received a very strong positive review; the PISGAH proposal received a positive review, with comments on ways to strengthen it.

2) Traveling Archivist Program (TAP): Mr. Lankford recognized Resource Management Branch head, Andrea Gabriel, to discuss the status and progress of the SHRAB's Traveling Archivist Program. She listed and discussed a number of accomplishments and achievements of the project, including:

- a) The first interim report on the grant was submitted to the NHPRC;
- b) Project consultant Dr. Hal Keiner is continuing to make the necessary site visits under provisions of the grant;
- c) The window to apply for the second series of consultations will begin later in March 2010;
- d) Dr. Keiner is preparing site reports and delivering site supplies and kits

to project participant institutions;

e) There were twenty-four participating institutions in the first series of consultative visits. Projections for the second series include a minimum of sixteen institutions. Selection is based on real and core needs, in particular if an applicant does not have a full-time archivist. Some of the entities that have received TAP support include the Carolina Jewish Archive (Charlotte), Shaw University, Wingate University, and the Waldensian Archive.

3) Institute of Museum and Library Sciences (IMLS) grant: LeRae Umfleet is spearheading agency collaboration on the "Connecting to Collections" grant supported by the IMLS, which has concentrated largely on disaster preparation. Board member Robert James reported on three public forums sponsored by this project; a Raleigh session dedicated to continuing education in disaster preparation is being planned.

## **VI. New Business:**

State Coordinator Dr. Crow introduced the major subject of this meeting retreat, that being a revisal of the SHRAB's "strategic plan." The board had formulated a three-year plan in 2006, and it was appropriate that it be revised and updated to reflect board priorities and exigencies.

To begin this discussion, Dr. Crow and board members listed several major areas of concern that would inform and structure the revision. These would include:

1) awareness/social networking – creating knowledge about and interest in the work of the SHRAB. Here a suggestion was made to create a "Facebook" presence and investigate other Web-related activities that would further this goal;

2) disaster preparedness – a number of ancillary projects (several mentioned above) exist, and the suggestion was made to make certain that the SHRAB actively participated in these initiatives;

3) field services – following on from the TAP program, the suggestion was made that the board support a continuing consultative outreach and that a field services coordinator/consultant should be included as a goal.

At 12:00 noon, board members had lunch. They were called back into session at 1:00 p.m. by Dr. Crow, and discussions continued. He recommended that in revising the board's strategic plan the recently-enacted statutory authority for the North Carolina SHRAB be included; this also satisfied one of the goals of the 2006 strategic plan.

Continuing the morning's discussion board members also listed as additional major areas of concentration:

4) an educational component – which might include creating lesson plans, making historical documents (or scans) available locally as part of special events and exhibits, and traveling exhibitions that highlighted archival programs, opportunities, and services in North Carolina.

5) a statewide conference – perhaps on managing digital records and coordination of efforts among various stakeholders.

Dr. Crow asked that the members summarize these broad areas into concrete objectives, and a list was formulated:

1) Explore social networking – using “Facebook” and other social media to update the SHRAB’s Web site and online presence, post interim reports and grant products on the Web site, and to present SHRAB reports and updates at various meetings of groups such as the Society of North Carolina Archivists (SNCA), the North Carolina Library Association (NCLA), the Friends of the Archives (FOA), and so on. A subcommittee of Andrea Gabriel, Karen Zipf, and Kim Hayes was named to accomplish this, with additional support from Robert James.

2) Disaster preparedness and records preservation – the SHRAB would be proactive in collaborating with efforts such as IPER, “Connecting to Collections,” and the Triangle Alliance for Response.

3) Field services – the TAP project would be continued with additional funds after its expiration in early 2011, perhaps with support from ARM funds or a combination of support sources.

4) Educational outreach – the board examined several means of accomplishing this goal, including identifying significant and interesting documents that might highlight the history and culture of a region or city, placing images online, utilizing online and physical exhibits as educational tools.

5) Statewide conference – much discussion involved the desirability of a statewide conference, and in particular, a conference dedicated to managing digital records. Access and statewide coordination in these efforts is of primary importance. A conference with follow-up surveys and evaluations would be beneficial to stakeholders throughout the state.

A projected audience could include: university and college personnel, registers of deeds and clerks of court, public records managers, and representatives from smaller historical, regional, and specialized repositories. The use of “webinars” and online tutorials was also suggested, as part of the conference follow-up process. Additionally, a component on current “best practices” should be included.

Having elaborated major areas of concern and tentative goals for the revised strategic plan, Dr. Crow proposed that the new revised plan be for three years, from March 2010 until March 2013. Andrea Gabriel and Boyd Cathey were charged with preparing a draft revision, based on the recommendations and suggestions of this retreat, and that the draft be presented at the SHRAB’s summer 2010 meeting.

## **VII. Adjournment:**

There being no further business, the board adjourned, at approximately 3:30 p.m.

Respectfully submitted,

Jesse R. Lankford, Jr.  
Deputy State Coordinator  
September 3, 2010