

**MINUTES  
OF THE  
STATE HISTORICAL RECORDS ADVISORY BOARD**  
Monday, September 13, 2010  
Raleigh, North Carolina

**I. Call to Order:**

This regularly-scheduled meeting of the State Historical Records Advisory Board (SHRAB) convened at 10:30 a.m. in the third floor meeting room of the Department of Cultural Resources, Raleigh, North Carolina. Present were: Dr. Jeffrey Crow, state coordinator; Dick Lankford, deputy state coordinator; David Brook; Robert James; Karen Zipf; James Martin; Ben Speller; Madeleine Perez; Janis Holder; and Howard Burchette. Also present were staff members Boyd Cathey, Andrea Gabriel, Kim Hayes, and Sarah Koonts. Former board member and SHRAB consultant Hal Keiner also attended, as did, briefly, Cultural Resources Secretary Linda Carlisle.

**II. Approval of the Minutes of March 15, 2010:**

Upon motion and a second the minutes of the board meeting and retreat at Stagville, March 15, 2010, were approved unanimously.

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

Dr. Jeffrey J. Crow now reported:

1) E-mail policy: Dr. Crow mentioned that new e-mail guidelines had been put in place for state employees, and that the Department of Cultural Resources was playing an important role in implementing this policy.

2) Budget matters: Dr. Crow reported that the state was undergoing a severe budget crisis, that already the governor had instructed agencies to prepare cuts of 5% by the end of September 2010, with additional cuts of up to 10% prepared by the end of October, and possible cuts of as much as 15% in the future. The Department of Cultural Resources is looking at the potential of \$7 million in cuts and reductions. Some cuts in personnel are also on the table, although some positions are mandated as essential to agency operations.

3) New Bern Tercentenary: Dr. Crow discussed the 300th anniversary of the founding of New Bern. Special festivities will include the display of the North Carolina copy of the Bill of Rights.

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

State Archivist and Deputy State Coordinator Dick Lankford now reported:

1) Budget matters: Mr. Lankford reiterated the points made by Dr. Crow. He added that the saving grace for the State Archives had been the legislatively-mandated ARM funds (levied on certain legal transactions in the counties), which had brought in \$930,000 in support of the operations of the Archives between October 1, 2009 and June 30, 2010. The Archives had been able to shift a total of \$896,242 in appropriated funding to ARM receipts. ARM funding is bringing in approximately \$120,000 monthly.

2) Archives and Records strategic plan: Mr. Lankford announced that the Archives and Records management team completed a strategic planning retreat on April 27-28, 2010, at Yates Mill Pond (Dave Halley, facilitator), producing an agency plan

shift a total of \$896,242 in appropriated funding to ARM receipts. ARM funding is bringing in approximately \$120,000 monthly.

- 2) Archives and Records strategic plan: Mr. Lankford announced that the Archives and Records management team completed a strategic planning retreat on April 27-28, 2010, at Yates Mill Pond (Dave Halley, facilitator), producing an agency plan addressing issues of electronic records repository development, outreach, improved intellectual controls, and access questions.
- 3) Personnel: Mr. Lankford also announced that several actions had taken place, including the promotion of Becky McGee-Lankford as Government Records Branch head and the promotion of Kelly Eubank as head of the Electronic Records Branch. Other staff changes involved the promotion of Rebecca Paden to the position of records management analyst, and several other changes.
- 4) Donations of collections: Mr. Lankford next mentioned the donation of two major collections to the State Archives: the papers of former astronaut Dr. William E. Thornton, plus a grant of \$33,500 to pay for arrangement and description of the collection; and the Joe M. McLaurin Local History Collection, with a grant of \$39,832 to support the arrangement and description of the collection.
- 5) Digital initiatives: Mr. Lankford reported on two major digital initiatives, including "Views from Variety Vacationland: Historic North Carolina Travel and Tourism Photos," highlighting photographs produced between 1929 and 1970 by the Department of Conservation and Development; and continued collaboration with the North Carolina Maps Project, which now numbers some 3,000 maps online.
- 6) Intergovernmental Preparedness for Essential Records (IPER): Mr. Lankford stated that the Archives continued to participate actively in this initiative to develop and provide training to state and local governments to protect their records before, during, and after disasters.
- 7) National Digital Stewardship Alliance: Mr. Lankford mentioned next that the State Archives had become a founding member of the National Digital Stewardship Alliance, working with the Geospatial Multistate Archive and Preservation Project (GeoMapp) and the N.C. Center for Geographic Information and Analysis.
- 8) Outreach initiatives: Mr. Lankford listed several outreach initiatives in which the agency is involved, including the New Bern 300<sup>th</sup> anniversary (the Bill of Rights will travel to New Bern), assistance to the Chatham County Historical Society in salvaging records damaged by recent fire, and sponsoring "Archives Week," October 4-10.
- 9) Grants: Mr. Lankford highlighted activity supported by three major grants to the State Archives, including the completion of a \$40,327 grant at the Outer Banks History Center to arrange, describe and make available online valuable collections at the Center; the continuation of the partnership with the N.C. Center for Geographic Information and Analysis (\$72,800); and the submission to the National Historical Publications and Records Commission (NHPRC) of a State and National Archival Partnership (SNAP) application

for the SHRAB's proposed electronic records issues and best practices program.

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

1) The first order under old business was a presentation by Dr. Hal Keiner who served as SHRAB consultant for the board's Traveling Archivist Program (TAP). Dr. Keiner distributed information detailing the operations and results of this outreach program, which involved onsite visits, consultations, training and reports, especially intended to reach and affect smaller archival repositories throughout the state and assist them in addressing management, operational, and preservation issues. This effort was initiated as part of the SHRAB's "field service" goals under its strategic plan. Dr. Keiner reported that forty-two institutions had been visited in this process. The distributed reports and summaries provide ample information, statistics, and narrative description.

Dr. Keiner spoke also about the continuation of efforts initiated under the TAP. He stated that follow-up visits needed to continue in some form, and that "boot camp" training sessions also needed to continue. The Society of North Carolina Archivists (SNCA), which had agreed to perform some follow-up activity, had offered two "boot camps," but the need continued to be great. Dr. Keiner also spoke about the possibility of "interns"—mostly college and graduate students—who could for credit assist in some institutions. Additionally, he mentioned the persistent issue of funding support, suggesting that the TAP might continue to serve as a conduit for NHPRC support for these efforts.

These efforts, he suggested, would require optimally a full-time administrator; however, recognizing the difficulties associated with such a proposal, something less ambitious should still be put forward. Dr. Keiner stated that he was ready to continue working with this project.

At this point, Madeleine Perez moved that Dr. Keiner's report be adopted by the SHRAB and made a part of the minutes of this meeting. After a second, the motion was unanimously adopted. [Dr. Keiner's report is made a part of these minutes.]

2) Possible TAP 2 initiative: Dr. Crow now suggested that the board examine the possibility of initiating a "TAP 2" program. The first related issue would be funding, especially in the current bleak budgetary period. Dick Lankford mentioned that ARM funds might be the only state funding source at the moment, but such action would require some additional thought and planning. Karen Zipf mentioned possible involvement and support from larger universities and colleges, with those institutions serving regionally to assist smaller repositories in their regions. Perhaps graduate students and other students might serve as interns in those repositories and receive academic credit?

Dr. Keiner stated that he believed a first-class TAP 2 program could function annually for about \$35,000 - \$50,000. Despite some questions as to the NHPRC's federal funding, efforts should be made to see if continuation funding might be available.

In summarizing this portion of the meeting, Dr. Crow stated that three points needed to be highlighted:

First, Dr. Keiner needed to be retained in some capacity to carry out future TAP efforts, if only on a consultant level;

Second, Dr. Keiner should be invited to participate in meetings of NAGARA and/or the SAA next year, to discuss the goals, successes, and promises of the TAP, soliciting interest, collaboration, and support; and

Third, the SHRAB should seriously consider funding and organizational possibilities in support of a TAP 2 effort.

*[At approximately 12:10 p.m. the board took a recess for lunch, reassembling at approximately 12:40 p.m. for continued discussion of old business.]*

4) Next under Old Business, Sarah Koonts reported on the work of IPER where she serves representing the agency. IPER has received a grant from the Council of State Archivists (CoSA), and thus far two webinars have been held in North Carolina focusing on disaster preparedness. Our team includes Sarah Koonts, Rebecca Paden, Becky McGee-Lankford, and Debra Antley (with a concentration on business continuity). Additionally, the State Archives participates in the Triangle Alliance – Area Cultural Resource Response Network, with the objective of improving disaster preparation and response among local institutions. The State Archives assisted in the response to the fire at the Chatham County Courthouse.

5) Other grants: Mr. Lankford reported that the email preservation grant project had been successfully completed under the leadership of Kelly Eubank. As mentioned earlier, the Geographic Information and Analysis grant-funded project was extended and a new grant was received. Resource Management Branch head Andrea Gabriel reported that the grant-funded OBHC project had succeeded by supporting the arrangement and description of over 150 cubic feet of valuable records at the Center and making them available online.

## **VI. New Business:**

Two major items were discussed under new business:

- 1) SHRAB's new grant application: The board's new grant application for support to the NHPRC is titled, "Managing Electronic Records," which was submitted September 9, 2010. Under this proposal, which flows from goals established by the SHRAB in its 2006-2009 strategic plan, the board will address emerging issues in electronic records management. A major statewide conference is planned in the fall of 2011, with a pre- and post-evaluative process. (A summary narrative description of this proposal is made apart of these minutes.)
- 2) Strategic Plan update: On March 15, board members met in an all-day retreat at Stagville to formulate a revision of their 2006-2009 strategic plan. As a result, the SHRAB's new strategic plan for March 2010-March 2013 will be implemented over the next three years. After Dick Lankford reviewed the updates and revisions, general discussion followed regarding funding for continued field services (see earlier discussion) and the use of "heritage tourism" as a means to encourage support and interest in the SHRAB's initiatives. In particular, Janice Holder, Andrea Gabriel, and Hal Keiner were asked to work as a team to develop some potential strategies addressing these questions.

**VII. Other Business:**

At this point Dick Lankford mentioned an item of additional business: that neither the PISGAH grant nor the North Carolina State Modernist Architect grant, both reviewed by the SHRAB, had secured funding support from the NHPRC.

**VIII. Adjournment:**

There being no other business, the board adjourned at approximately 1:20 p.m.

Respectfully submitted,

Jesse R. Lankford, Jr.  
State Archivist and Deputy State Coordinator  
State Historical Records Advisory Board  
February 9, 2011