

# STATE HISTORICAL RECORDS ADVISORY BOARD

Meeting Minutes for Monday, September 19, 2011

Raleigh, North Carolina

## **I. Call to Order:**

This regularly scheduled meeting of the State Historical Records Advisory Board (SHRAB) convened at 11:00 a.m. in the third floor conference 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; and Howard Burchette. Also present were staff members Andrea Gabriel, Kelly Eubank, Kim Hayes, and Sarah Koonts. Former board member and SHRAB consultant Hal Keiner also attended.

## **II. Approval of the Minutes of February 25, 2011:**

The first order of business was the approval of the minutes of the SHRAB's last full meeting on February 25, 2011. Without objection the minutes were approved unanimously.

## **III. Report of the State Coordinator/Deputy Secretary of Archives and History and the State Archivist:**

State Coordinator Dr. Jeffrey Crow reported on the following items:

1) Budget matters: There are now 18 total positions that are fully funded by Archives and Records Management (ARM) fees, which would otherwise have been lost. Archives and Records did lose five total positions in the new budget, two of which were staffed. Additionally, many operational costs have transferred to ARM from appropriations. With the assistance of the ARM fund and a few grants here and there that have been secured, the Archives and Records program is thriving and its visibility is better than ever. Other areas of the Department continue to suffer due to lack of funding, and additional budget cuts could eventually force some museum programs and historic sites to close their doors. Mr. Lankford stated the statute governing the collection of ARM fees has been revised. We will receive a lower fee but on all deed transactions, not just deeds of trust, to the projected yearly ARM collections.

2) Hurricane Irene: Dr. Crow expressed concern regarding the financial burden of the damage caused in coastal North Carolina counties by Hurricane Irene in August. The rainy day fund set aside by the state in addition to FEMA will hopefully be enough to cover repairs, but there is potential for further budget shortfalls as a result of the storm. The Outer Banks History Center was closed for about a week after Hurricane Irene because the transformer belonging to the Department was flooded. The cost of \$30K to replace that fell on the Department, which hopefully FEMA will reimburse. Thanks to a good disaster plan, the records at the center did not suffer major damage. Other structural problems that will be addressed at the center include obtaining a generator, testing the wiring, upgrading the HVAC system and repairing the subfloor under the stacks. A small R&R budget may also be developed for the center in the future.

State Archivist Dick Lankford reported on the following items:

3) Grants: The North Carolina Maps project has won an award from the AASLH. This project features historical maps from the North Carolina State Archives, the North Carolina Collection at UNC-Chapel Hill, and the Outer Banks History Center. There has also been a grant application submitted to the NHPRC requesting support for a collaborative project with the Water Quality Division of the N.C. Department of Environment and Natural Resources to shift their permits, maps, and other documents for

the 401 Program for Wetlands from paper to electronic records and permanently store and provide access them in the State Archives. The grant is called a SPIRIT. If funded, the project will last for three years at a cost of \$300,000. The NHPRC's grants budget has been significantly cut, and funding will be very competitive and difficult to obtain. This grant was reviewed in August by the SHRAB and on September 12th we submitted our responses to the NHPRC peer reviewers. Archives and Records also submitted a SNAP grant application on September 7th to the NHPRC requesting funds to hold six regional workshops in support of our Traveling Archivist Program. The workshops will focus on basic collections development, management, and funding strategies for smaller archival and historical institutions. If funded, the workshops will start in the summer of 2012. The amount requested from the NHPRC is about \$14,500 for one year.

4) Friends of the Archives: The Friends of the Archives staff appreciation luncheon was held May 2nd at Café Luna. It was well attended and appreciated by our staff. Also, the FOA annual corporation meeting and program were held June 27 and featured "Carolina in Song" by Joe Newberry. Janet Pittard is the new president of the Friends and Frank Ward is the vice president. On Saturday, September 24, FOA is holding an all-day genealogical workshop in the auditorium of the Archives and History/State Library Building.

5) Collections: The Heulon Dean Photograph Collection from Fuquay-Varina was recently donated to the Archives. This important collection dates from the 1950s to the 1990s and is a great addition to our Special Collections holdings.

6) Personnel: Si Harrington and Boyd Cathey retired effective April 1, 2011. Permission has been requested to staff both of these positions. Mary Barnes and Andrea Gabriel are handling the duties of the registrar and Kenny Simpson is performing the duties of the military collection archivist until these jobs are staffed full-time. Jason Woolf, a graduate of Western Carolina University, was hired May 2, 2011 as the section's records management analyst stationed at the Western Office and is responsible for providing program services to 25 counties in the western region of the state. Gay Bradley was transferred June 30 from the Museum of Art to a processing assistant IV position in the Public Services Branch working security in the Search Room. Glenda Montague retired from the Information Management Branch August 31, with 28 years of service. She previously worked in Administration serving as the state archivist's administrative secretary. Pam Ingle resigned August 12 from her records analyst position in the Electronic Records Branch and we are requesting permission to staff this position. The vacant office assistant IV position also was cut by the General Assembly and has been lost, but the duties of this job were assumed by Karen Pochala-Peck, effective July 1st. She was previously stationed in the Office of Archives and History administration. Effective October 1st, we also will lose the services of our temporary employee, Larry Harper, working in the State Agency Services Unit of the Records Center. Appropriated money for this job is lost. Larry has worked with Archives and Records for two years.

7) Professional Activities: Archives and Records continues to actively participate in the Council of State Archivists' Intergovernmental Preparedness for Essential Records (IPER) program. Sarah Koonts, Becky McGee-Lankford, and Rebecca Paden continue to serve as the instructors for Archives and Records. Sarah Koonts mentioned that the webinars had generated a huge positive response and that they are reaching more agencies. North Carolina's FEMA certification adds respect for our program and it will continue to be offered annually; other states are already trying to follow our example. Kelly Eubank and Becky McGee-Lankford participated in sessions at the National Association of Government Archives and Records Administrators (NAGARA)/Council of State Archivists (CoSA) meeting July 13-16 in Nashville. The theme was "Sweet Harmony and Gold." Kelly spoke on the Library of Congress-funded GeoMAPP project and Becky talked about the management

and preservation of governors' records. Both did an outstanding job. Also attending were Debbi Blake, Dick Lankford, and Sarah Koonts. Sarah Koonts attended a Council of State Archivists board meeting in Indianapolis, September 15-17, dealing with the new initiative on electronic records.

8) Internships and Continuing Projects: Dick Lankford reported that another donation has been made to the Friends of the Archives to continue work on the McLaurin collection, and we have an archivist assigned to continue the project. Russell Edmister's donations continue to fund internships to work military collections.

7) Outreach: The State Archives helped host Mr. Hugh O. Nash Jr., 4th great-grandson of Governor Abner Nash from Nashville, Tennessee, on April 12th for the special session of the General Assembly held in the Capitol Building. The Friends of the Archives also paid Mr. Nash's expenses to travel to Raleigh for the event. He was escorted to the General Assembly by Secretary Carlisle, Assistant Secretary Melanie Soles, and Dr. Crow to meet with Speaker Tillis and other legislators prior to the session and then on to the Capitol Building for the commemorative session. The provincial journal approving the Halifax Resolves in care of the Archives also was displayed in the Capitol rotunda. Additionally, several tours of Archives and Records have been provided for public information officers, legislators, legislative aids, collegiate, school groups, and others during the spring and summer. On Thursday afternoon, September 15th, the Archives and Records Section was visited by two archivists from Ankara, Turkey—Ozgur and Hande Kulcu.

8) Shelving: The mobile shelving for Archives and Records in the basement of this building was completed at the end of July by Patterson Pope. The only thing that remains to be done is to install the wiring connections to power the units. This will be done by Trident Electrical Incorporated out of Cary. The shelving cost \$307,553.28 and was paid by ARM receipts. This will provide Archives and Records with sorely needed records storage space.

9) Legal Issues: Dick Lankford reported that legal issues continue with the Charles Johnson collection, and litigation will continue for quite a while. Karen Blum continues to work with us on this matter.

#### **IV. Old Business:**

1) Continuation of Traveling Archivist Program (TAP): Hal Keiner reported on the TAP 2 program. The program started at the end of March, and will run for 18 months. Visits under TAP 2 will follow the same format as TAP 1, and will consist of revisits to sites that participated in TAP 1. The purpose of revisits is to implement recommendations made in TAP 1. There are plans to supply site personnel with a small kit of archival materials which will include a Hollinger box, folders, sample of preservation materials, information about preservation, vendor catalogs, and up to \$200 in supplies to help them get started. Andrea has been working with people in DCR to develop a model press release that sites can use to contact the local media and generate stories in local press about the program. A traveling archivist blog is also in the works, and should go live by the end of the month. Andrea and Hal are working with Ashley Yandle to link the site from the State Archives web page. Pictures of documents will be taken and posted if the repository agrees. TAP 2 will be actively seeking feedback from Archives staff and the SHRAB; board members and staff are invited to shadow Hal as he goes to sites. Madeleine Perez is the first SHRAB member who will shadow. The TAP 2 blog is reached at [travelingarchivist.wordpress.com](http://travelingarchivist.wordpress.com). Dr. Crow commented he is delighted program is continuing now on ARM, and the reach is very broad. Dick commented that the Friends of the Archives is helping to pay for some of those supplies and materials for the TAP 2.

#### **V. New Business**

1) SPIRIT Grant: Dick Lankford recognized Kelly Eubank to provide more details about the recently submitted grant to the NHPRC. Kelly thanked the members for reviewing the grant, and explained that we are trying to establish protocols regarding the process of transferring electronic records. Problems with the transferring of electronic records arise because systems and file formats are incompatible. There is a huge need for a standardized system across the board. Several board members suggested other funding possibilities to explore if the grant is unsuccessful, and Mr. Lankford assured the board that Archives and Records is committed to building a digital repository. Increasingly government records are electronic and the volume of electronic public records is growing. Kelly said that most agencies have been very cooperative with our guidelines on managing and transferring electronic records and have done everything in step with our recommendations. Kelly also mentioned her work with the geospatial records project, where information is superseded but needs to be brought in. Archives and Records has a goal of being on the frontlines in developing protocols for management of electronic records. There is a big push to privatize technology like this to reduce state's cost, which has become an issue for ITS. All states are struggling with these issues, but we have gotten ahead of the curve with good rules and regulations. Sarah Koonts commented that some sort of guidelines may come out of the state electronic records initiative—SERI, under development at CoSA.

2) SNAP Grant: Dick Lankford reported that the SNAP grant would be complimentary to the TAP, and is being requested to assist those organizations. Andrea Gabriel reported that most organizations visited under TAP 1 did not have procedures in place to regulate collections or security. They hope to teach the people how to set up management infrastructure policies. The idea is to develop a full day workshop to give plenty of hands-on, and have audience participation. Mr. Lankford stated that this grant complements what SNCA is doing as they are teaching arrangement and description.

3) Electronic Records Conference: Dr. Crow moved to the next item on the agenda, the conference on November 3 and 4 in Raleigh, and gave the floor to Dick Lankford. Mr. Lankford mentioned that SHRAB members were needed to volunteer as moderators for sessions scheduled at the conference. Andrea Gabriel offered to send information out to the members regarding the duties for moderators. Dr. Crow asked members to check their calendars and let Andrea know what dates they'd like to moderate. Kelly Eubank said that we're attempting to get certified as a CLE for attorneys who want to attend, and Andrea commented that we will be hiring someone to help us put the conference together.

4) SHRAB Membership: Dick Lankford announced that he would be in touch with members whose terms are expiring this year about their re-appointment.

## **VI. Other Business:**

There was no other business to be discussed.

## **VII. Adjournment:**

There being no further business, Dr. Crow announced adjournment of the meeting at 1:36 p.m.

Respectfully Submitted,

Sarah E. Koonts  
Acting State Archivist  
State Historical Records Advisory Board  
April 9, 2012