

A

**MINUTES
OF THE
NORTH CAROLINA STATE HISTORICAL RECORDS ADVISORY BOARD**
Raleigh, North Carolina
April 11, 2008

I. Call to Order

Dr. Jeffrey J. Crow, State Coordinator of the North Carolina State Historical Records Advisory Board (SHRAB), called this full meeting to order at 1:30 P.M., in the third floor conference room of the Department of Cultural Resources. Present were Dr. Crow, Deputy State Coordinator Dick Lankford, board members James Martin, Madeleine Perez, Janice Holder, Benjamin Speller, Hal Keiner, Howard Burchette, Karen Zipf, and David Brook. Additionally, staff members Boyd Cathey, Andrea Gabriel, and Glenda Montague were in attendance, as well current project archivist Ray Christian and Robert James of the North Carolina Preservation Consortium.

II. Approval of Minutes of August 6, 2007

The first order of business was the approval of the minutes of the SHRAB's last full meeting, August 6, 2007. Without objection the minutes were approved unanimously.

III. Report of the State Coordinator

State Coordinator and Deputy Secretary of the Office of Archives and History, Jeffrey Crow, now gave his report.

1) He thanked board members and staff for their assistance at the successful disaster preparedness conference, held November 14, 2007, at the McKimmon Center on the campus of North Carolina State University. Nearly 300 representatives of diverse institutions from all over North Carolina attended. Follow-up workshops are planned to assist stakeholders in the writing and/or revising of disaster preparedness plans.

2) Dr. Crow announced that the Wake County Superior Court had made its final ruling on the question of ownership of the North Carolina copy of the Bill of Rights, and the court had affirmed North Carolina's possession. Last year the document traveled to different parts of the state for exhibition, and appropriate lectures were given to accompany the tour. These will be collected in book form.

3) Dr. Crow also announced that the state had recovered an April 18, 1777, message from the North Carolina House of Commons through a replevin action from an antiques dealer. It is not known when the document disappeared from state custody, but it has been returned.

4) Dr. Crow mentioned in passing the CoSA Intergovernmental Preparedness for Essential Records Project, stating that Deputy State Coordinator Dick Lankford would report more fully on this initiative.

5) Over the past few months the question of preserving emails has created substantial controversy in the press. Governor Michael Easley has named a committee to explore the issue and the questions involved and hopefully to come up with recommendations. The Office of Archives and History is vitally involved in this effort.

IV. Report of the Deputy State Coordinator

Jesse ("Dick") Lankford, Deputy State Coordinator of the SHRAB and State Archivist of North Carolina, now gave his report.

1) Dick Lankford added details to the discussion of the email retention and preservation controversy. The State Archives has had in place guidelines and retention schedules regarding email communications for some time. It appears the other agencies have taken these guidelines and converted them into formal policies. The North Carolina Press Association is desirous that all email messages be preserved, but there are serious questions about such a policy. It is to be hoped that the gubernatorially-appointed committee will come up with recommendations that include just how long to preserve emails and how to implement retention schedules.

2) Mr. Lankford added additional information regarding the North Carolina copy of the Bill of Rights. Over 20,000 citizens viewed the document on its tour of North Carolina last year. The tour ended in December 2007.

3) Career "banding" will be implemented later this year, and the present, older position levels for State Archives employees will be done away with. There are still questions outstanding how this system will work in practice.

4) Mr. Lankford detailed that legislative cuts to the budget of the State Archives, amounting to around \$43,000, would have some adverse effects on the agency, including the practical end to travel and subsistence funds within the agency. Additional cuts could follow.

5) On June 23 the Friends of the Archives, Inc., support group will have their annual corporation meeting in the State Archives Search Room. Noted author Kevin Duffus will discuss his new and revelatory book on Blackbeard the pirate. Mr. Lankford invited SHRAB members to attend.

6) Mr. Lankford also announced the creation of the George Stevenson Endowment of the Friends of the Archives. This endowment account is the result of a challenge from Dr. H. G. Jones and is intended to honor the career contributions of private manuscript archivist George Stevenson, who retired recently. Mr. Stevenson was instrumental in the research activity that enabled North Carolina to reclaim its copy of the Bill of Rights.

V. Old Business

Several items were on the agenda under Old Business:

1) A major goal of the board's "strategic plan" has now been implemented: the establishment of the SHRAB by state statute. Additionally, Janice Holder stated that she had signed on thirteen archivists from around the state to serve as "field archivists" when that effort gets under way.

2) Next, the board reviewed in general the status of its disaster preparedness and planning grant. As of this date \$16,054 of grant funds had been spent, with a balance of \$36,310 remaining. Much of the remaining funds will be utilized for the series of six regional workshops, for the grant archivist and program coordinator, and for the post-workshop and on-site evaluation process.

2) Robert James, Executive Director of the North Carolina Preservation Consortium, now discussed the preparation for the grant workshops. Mr. James will coordinate workshop content and presentations. He mentioned that a potential workshop

at East Carolina University had not materialized, but planning for other workshops was proceeding. Publicity and solicitations have been sent out to numerous listservs and organizations throughout the state.

3) A general discussion on the workshops, their content and goals, and how to market them, now ensued. The major goal is to assist participants in writing or revising individual institutional disaster preparedness plans, followed by a detailed evaluation process which will measure progress made and results achieved. Several board members suggested ways to market the workshop component and attract participants.

4) Board members then discussed a website that would both reflect what the grant process had produced and also offer specific aid and assistance to institutions, organizations, and agencies in writing disaster plans and in preparing for potential disasters, both natural and man-made. Among components of the website would be: answers to frequently asked questions, helpful resources and where to find them, links to organizations that provide assistance, FAQs, self-evaluation instruments and checklists, and other information. The SHRAB has the funds to create a very useful and user-friendly website for these purposes.

VI. New Business

There were two items of New Business:

1) The CoSA Intergovernmental Preparedness for Essential Records Project is an effort which has as its objective the training of five professionals in each state in disaster preparedness techniques, who will thereafter be available to travel to all parts of the state to assist in needed disaster preparedness efforts. Vicki Walch of CoSA is coordinating this initiative, leading up to a two-day national conference in 2010 that will focus on protecting state and local records in the onset of a disaster.

2) SNAP grants: The National Historical Publications and Records Commission has established a series of what are termed "SNAP" grants in support of state board maintenance and operations. These simplified grants will be applied for separately from project grants. The North Carolina SHRAB will explore writing a SNAP grant at its fall meeting.

VII. Other Business

There was no additional business before the board.

VIII. Adjournment

Without objection this meeting of the SHRAB adjourned at approximately 3:20 P.M.

Respectfully submitted,

Jesse R. ("Dick") Lankford
Deputy State Coordinator
State Historical Records Advisory Board
August 25, 2008