

**MINUTES OF THE  
STATE HISTORICAL RECORDS ADVISORY BOARD**

March 23, 2006  
Raleigh, North Carolina

**I. Call to Order**

State Coordinator and Deputy Secretary of the Office of Archives and History Jeffrey J. Crow called this meeting of the State Historical Records Advisory Board (SHRAB) to order at 1:30 P.M. in the conference room of the deputy secretary of the Office of Archives and History. Present were State Coordinator Crow, Deputy State Coordinator and State Archivist Dick Lankford, board members Janis Holder, Hal Keiner, Madeleine Perez, Loren Schweninger, Benjamin Speller, and project archivist Matt Turi. Staff members David Brook, Boyd Cathey, Andrea Gabriel, and Sarah Koonts were also present. Board members Howard Burchette, Suellyn Lathrop, and David Olson were absent.

**II. Approval of the Minutes of November 14-15, 2005**

The first order of business was the approval of the minutes of the SHRAB's fall retreat in Boone, North Carolina, November 14-15, 2006. The minutes were approved unanimously.

**III. Report of the State Coordinator**

State Coordinator Jeffrey Crow gave a report on actions and events affecting the Office of Archives and History and the SHRAB:

A. Bill of Rights: Dr. Crow gave an update on the litigation proceedings regarding the Bill of Rights. Currently there is litigation pending in two different courts, with potential action in a third. The U.S. Fourth Circuit Court of Appeals in Richmond, Virginia, will hear North Carolina's case again at the end of May 2006. There is a suit pending in the Wake County Superior Court for declaratory judgment sometime later this spring. Claimant Robert Matthews has also filed a suit in Connecticut federal court for "damages" that he supposedly suffered in relation to his "possession" of the stolen document. There has been discussion with the Governor's Press Office regarding the

feasibility of a tour of the Bill of Rights around the state once the court cases are resolved. [NOTE: the Fourth Circuit Court has since rendered a decision upholding North Carolina's claim of possession, but not excluding a future appeal by Matthews].

B. Budget matters: The Archives and Records Section is submitting in partnership with the State Library of North Carolina a joint expansion proposal for the creation of a digital repository. Funding would support the hire of eight employees. The Governor's Office has especially expressed an interest in electronic record keeping.

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

Deputy State Coordinator and State Archivist Dick Lankford gave a report on activities and events affecting the State Archives:

A. Budget matters: Continuing the discussion of the budget, Mr. Lankford stated that the digital repository proposal would encompass \$440,000 for this initiative. The department is allowed only \$3.6 million in total expansion requests, but the Archives is optimistic about its request for these funds.

B. Digital Policies and Procedures: Collaborative efforts with the State Library include the drafting of a digital policy framework as well as the continuation of the Internet Archive project, which would capture up to 300 websites for preservation.

C. Personnel changes: There have been three personnel changes recently in the North Carolina State Archives. Hilary Perez accepted a position with the State Library as the new NC ECHO coordinator. Kim Cumber, previously the NC ECHO coordinator, returned to the Archives to fill the position of the iconographic archivist formerly held by Steve Massengill. Dick Lankford introduced Andrea Gabriel, who was hired March 15, 2006 as the new Resource Management Branch supervisor. Some of Andrea's primary duties will include overseeing the Outer Banks History Center as well as working with the SHRAB.

D. Abandoned cemeteries: Dr. David Brook, Director of the Division of Historical Resources, is the Department of Cultural Resources' representative on a new House of Representatives study committee on abandoned cemeteries in North Carolina.

E. Council of State Archives (CoSA): On April 18-20, Dick Lankford and Sarah Koonts will be attending the Council of State Archivists conference in Atlanta, Georgia,

that will focus on hurricane/disaster preparedness. Mr. Lankford distributed a handout that detailed guidelines for the hurricane reports that are to be prepared by those attending the conference.

#### **V. Report on the Basic Archival Training and Intermediate Workshops**

Dick Lankford informed the board that Matt Turi, the project archivist for the SHRAB's archival training grant initiative, had accepted a new position at the University of North Carolina at Chapel Hill, and thanked him for his diligent work with the SHRAB. Mr. Turi then gave a summary report on the National Historical Publications and Records Commission-supported training project. The SHRAB's curriculum, based on the initial AASLH draft, had been prepared, evaluated, and adapted to North Carolina's particular environment, and it was previously submitted to the NHPRC as part of the interim reporting due at the completion of the first year of the grant. All of the on-site visits were completed in January and February 2006. All of the intermediate workshops have been completed and were extremely well received. The total participants for the workshops were slightly short of the goal of 100 at each workshop; however, the quality parameters set by NHPRC were all successfully met. The program's bibliography has been completed and will be available online in the near future. Several chapters in the manual have been completed, with just one substantial chapter on arrangement and description that is yet to be completed. A peer review will be done. Dr. Hal Keiner commented that the information acquired from the site visits reports would be very helpful for follow-up planning, especially in getting help from ECHO and SNCA to continue with this endeavor, and believes the reviews should be included in final report that is due by June 30. Dick Lankford added that several thousand dollars in funds remaining in the SHRAB grant needed to be committed prior to March 31, the date the training grant ends. These funds will be used for temporary salary for Mr. Turi, for board meeting expenses, and for other grant-related expense bills. State funds collected through workshop fees may be spent on project-related items up to the end of the fiscal year. Approximately \$3,730 had been collected and would enable Mr. Turi to finish the manual and reports due at the end of June.

The web page for the SHRAB is being completely updated with the addition of materials produced during the archival training grant. These additional items will also be made available via the Society of North Carolina Archivists and via other web media.

## **VI. New Board Grant**

In initiating discussion on the SHRAB's future grant submission under the June 1, 2006, deadline, Dr. Crow mentioned that although there is zero funding for the NHPRC again this year in President Bush's budget, there is hope that funding will come through for the NHPRC. With this in mind discussion turned to the topic of the board's new grant. At the Boone retreat, there was discussion of a grant that would include a "field" consultant component, enabling a specialist to visit archival repositories, museums, and smaller institutions around the state to provide archival consultation/training in disaster preparedness/management as needed. Dick Lankford reported that both SNCA and Mr. Grant Pair of the State Library were supportive of the field consultant idea.

In the last several years numerous institutions have been deeply affected by disastrous hurricanes, devastating floods, and acts of terror. Accordingly, the NHPRC has refocused somewhat on disaster planning and preparedness. Dr. Crow stated that the time was right for the SHRAB to submit a proposal that would encompass both a statewide conference on disaster preparedness and response that would include a follow-up consultancy component. North Carolina is a potential target for Atlantic hurricanes and suffered greatly due to the recent ravages of Hurricanes Fran and Floyd. But the Office of Archives and History also has a record of meeting challenges caused by such disasters, both within the state and in response to hurricane devastation in other states. Such an initiative would provide a real opportunity for assessing the state's readiness in disaster recovery and for significant training in this area.

Mr. Lankford added that he had discussed such a proposal with NHPRC officials who believed such a submission would be favorably viewed. The board thereupon decided that its June 1 submission would include a proposal for a statewide conference on disaster preparedness and management, then follow-up consultations with practical assistance and direction.

## **VII. Strategic Plan**

The board decided that it would prepare a strategic plan for the SHRAB, probably at a retreat in the fall. Andrea Gabriel, the new head of the Resource Management Branch, has had experience in writing strategic plans, as well as Dr. Boyd Cathey, who wrote a strategic plan ("Priorities of the SHRAB") and a mission statement for the SHRAB in 1991 and 1993. These documents are now somewhat dated and need to be rewritten and updated. They will be used as a base as the SHRAB develops an up-to-date strategic plan.

## **VIII. Other Business**

Board member Madeleine Perez asked if any of the grant proposals submitted by other North Carolina institutions in the past were funded. Mr. Lankford mentioned that the W. Eugene Smith Jazz Loft Recordings project and Catawba College's Library and Archives Archival Preservation Grant had received NHPRC support.

## **IX. Adjournment**

There being no other business, the board adjourned at 3:25 p.m.

Respectfully submitted,

Jesse R. (Dick) Lankford, Jr.  
Deputy State Coordinator  
June 27, 2006