

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

February 19, 2007
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 11:00 a.m. in his conference room. Present were: State Coordinator Jeffrey Crow, Deputy State Coordinator Jesse (Dick) Lankford, and board members Benjamin Speller, Madeleine Perez, Hal Keiner, David Brook, Suellyn Lathrop, Janis Holder, and Howard Burchette. Also present were staff members Sarah Koonts, Andrea Gabriel, Glenda Montague, and Boyd Cathey. Absent was Loren Schweningen.

II. Approval of the Minutes of September 11, 2006

The first order of business was the approval of the minutes of the board meeting of September 11, 2006; Benjamin Speller moved the adoption of the minutes, and they were adopted unanimously.

III. Report of the State Coordinator

State Coordinator Jeffrey J. Crow now made his report:

- (1) He announced that although the NHPRC was not included in President Bush's submitted budget, there was a continuing budget resolution to keep the NHPRC functioning. The National Archives (NARA) has fared slightly better. He also announced that NARA had established a Web link to the twelve extant presidential libraries.
- (2) In North Carolina, the attorney general and the Department of Cultural Resources continue to press forward with a case in Wake County Superior Court regarding final ownership of the Bill of Rights. The document has begun its state tour with an exceptionally successful weekend exhibit and lecture in Fayetteville, where over 5,000 attended the exhibition. In March 2007 the Bill of Rights travels to Wilmington. Both Jesse (Dick) Lankford and conservator Sarah Koonts have accompanied the document.
- (3) In November 2006 the state recovered upon demand, from a dealer in Beverly Hills, California, an historic January 7, 1861, General Assembly resolution—a public record—that called for a convention of the people of the state to consider secession. Along these same lines, Dr. Crow announced that replevin and recovery of public documents was the topic of a presentation by him at a meeting of NAGARA in Kansas City.

- (4) Following up on one of the goals of the SHRAB's Strategic Plan, State Coordinator Crow has worked with legislative contacts to have legislation that will give the board statutory basis under state law introduced into the General Assembly.

IV. Report of the Deputy State Coordinator

Deputy State Coordinator Jesse (Dick) Lankford now made his report:

- (1) He announced that the successful Bill of Rights tour—"Liberty and Freedom" – would continue March 9-11, in Wilmington.
- (2) Presently there was just one vacancy in the Archives and Records Section (with one additional medical vacancy).
- (3) Significant Archives stack shifting has continued, with a major effort to come in May and June. In late 2006 some 28,000 cubic feet of records were shifted, and another 20,000 cubic feet shifted in January 2007—because of the installation of a fire retardant/sprinkler system in the Archives stacks.
- (4) The Collections Management Branch is now back in the basement, but extensive renovation work will soon begin on floors two and three of the Archives and History/State Library Building, and staff will need to move to offices in the basement temporarily. Work should be completed by late fall of 2007.
- (5) The SHRAB's Strategic Plan was so very well received that retreat facilitator David Halley was contracted by the Outer Banks History Center (OBHC) to offer a strategic plan retreat there. Additionally, the OBHC is preparing a retrospective exhibit on "The Lost Colony – Seventy Years Ago."

V. Old Business

The Strategic Plan retreat (October 30-31, 2006): Dr. Crow reviewed the major conclusions of the SHRAB's Strategic Planning retreat at the Oak View Conference Center in Raleigh, October 30-31, 2006. There were several focus areas that are detailed in the SHRAB's published Strategic Plan document [attached]:

Self-sufficiency, including visibility, funding, legal foundations/legislation. Dr. Crow already mentioned legislation that would establish the SHRAB statutorily.

Awareness, which entails the creation of a regular online newsletter (perhaps using the SNCA and/or NC ECHO lists), as well as adding material to the SHRAB's page on the Cultural Resources website.

Field Services, which included several items: First, Dr. Crow announced that there was approximately \$50,000 available for field operations (e.g., in support of such efforts as the Bill of Rights tour, History Day, etc.). Secretary Evans wishes to secure more funding from the General Assembly, including a field services archivist, if possible. Secondly, Suellyn Lathrop has been entrusted with surveying the state's existing field service programs (by July 2007). Thirdly, Hal

Keiner will be collecting and analyzing NC ECHO data and needs that would support the creation of a field services position (by July 2007). Fourthly, Janis Holder had prepared a "Call to Experts" aimed at archivists/records managers around the state who could be enlisted to volunteer their services in future field services consultation and support to institutions in the state [see attached flyer]. Fifthly, Andrea Gabriel is investigating a potential grant process to assist in the funding of field operations and consultation.

VI. Disaster Preparedness and Planning Project

A disaster preparedness and planning initiative was another major focus of the SHRAB's strategic planning retreat this past October. In November of 2006 the SHRAB was notified that the NHPRC had recommended funding of the board's proposal, with a few minor alterations.

It was decided that the statewide conference on disaster preparedness would be held on November 14, 2007, at the McKimmon Center, North Carolina State University, Raleigh. A program archivist would be hired for the project, and during the course of 2008 the SHRAB will conduct six regional disaster preparedness/management planning workshops. The SHRAB will use these initiatives as disaster training and management models, hopefully with application outside North Carolina. The SHRAB is consulting other existent agency plans and models in this process. The statewide conference and regional workshops will be open to all affected institutions and organizations. The object will be to educate about disaster preparedness—techniques, mechanisms, resources, plans – as well as to link and coordinate agencies and response procedures.

The SHRAB will create template and disaster categories for future application and consideration, including both natural and man-made disasters. The board will seek to address commonly raised questions about creating disaster preparedness plans, addressing them in particular during the subsequent workshop sessions. Additionally, the SHRAB plans a "disaster preparedness clearinghouse" where information, recommendations, and other useful information may be accessed.

Regarding content of sessions, State Coordinator Jeffrey J. Crow suggested the response network established after the Thomas Wolfe House fire might serve as a model, with a session on what to do and what not to do after the onset of a disaster. Other suggestions included panels that might deal with how the response to the Durham ice storm and to Hurricane Floyd could be measured, what was learned, and what things could be done differently. The Edgecombe County Courthouse flood was cited as an excellent example. The suggestion was made that a speaker (perhaps the secretary of the department) from the Department of Environment and Natural Resources could participate. Dr. Crow and Andrea Gabriel also discussed working with FEMA and State Emergency Management (SEMA), and their essential participation in the conference, and potentially in the follow up workshop sessions. Robert James of the North Carolina Preservation Consortium should be involved. Additionally, a representative of the

insurance industry should be included in one of the sessions, especially regarding types of buildings at risk and what actions should be taken both prior to and after disasters to insure business/operational continuity.

After ample discussion of these matters, Dr. Crow summed up board views and suggestions. The conference would begin at around 9:00 a.m., with a keynote address, possibly by H. T. Holmes, Director of the Mississippi Department of Archives and History. Jesse Lankford will contact him. This could be followed by sessions with presentations from FEMA/SEMA, a session on regional responses to recent disasters (e.g., Hurricanes Floyd and Fran, Thomas Wolfe House fire, Edgecombe County Courthouse flood, etc.), and a session examining insurance and business continuity issues. During the luncheon, the hope was expressed that Branford Marsalis, a native of Louisiana, might be invited. Additional sessions, panels, and possible break out sessions were mentioned for the afternoon.

Staff member Andrea Gabriel is chairing a grant project and conference preparation committee, which will meet to flesh out these directions and suggestions before the next full board meeting. The committee will pursue other potential speakers and participants and report its results to the full board for discussion and approval.

VII. Other business

Madeleine Perez reported that new Web links exist for the Northeast Document Conservation Center (NEDCC).

VIII. Adjournment

The SHRAB adjourned at approximately 2:30 p.m.

Respectfully submitted,

Jesse R. (Dick) Lankford, Jr.
Deputy State Coordinator
State Historical Records Advisory Board
June 26, 2007