

HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES  
December 14, 2012

The Board convened at 10:04 a.m. in the conference room of the Archives building. In attendance were members Paul Bergeron, Marcia Schmidt Blaine, Sally Fellows and Brian Nelson Burford with new members Mark Stevens, Rodney Obien and Linda Upham-Bornstein.

Anne Packard and Richard Winslow arrived after the meeting began.

Introductions were made, and the new members were welcomed. State Archivist Burford passed out the minutes of the March 29, 2011 meeting **(ITEM A)**. There was a unanimous vote to accept the minutes.

The next order of business **(ITEM B)** was to put the names of the new members into nomination before the Executive Council which will be done by State Archivist Burford. The terms begin when the individual is approved by the Executive Council. Paul Bergeron informed the Board that he would be willing serve one more term.

The status of NHPRC (National Historical Publications and Records Commission) was the next item to be discussed **(ITEM C)**. The New Hampshire Historical Records Advisory Board is an advisory board to the NHPRC. Grant proposals as submitted to the Board and are vetted by them before they are sent to the NHPRC. There is a statutory requirement to meet every two years.

Burford had a teleconference with members of COSA (Council of State Archivists) and the director of NHPRC, Anne Williams on December 13, 2012. The main topic of discussion was the budget for Fiscal 2013. There is some doubt that NHPRC will be able to keep the 5 million dollars presently allocated to them, and the "Fiscal Cliff" may necessitate a reduction of \$400,000.

The SNAP grants that are given to state archives and state boards may be held to a maximum of \$65,000 because of the budget shortfall and only for one year. Burford does not want discourage applications but NHPRC is in a very difficult spot.

Bergeron mentioned that NAGARA (National Association of Government Archives and Records Administrators) and the International Council of Town Clerks applied for and received an NHPRC grant to re-write a series of manuals on Records Management which will be online and free.

There was further discussion on grants. Burford felt that an annual training session for grant writing might be helpful. Blaine asked the question about what grant opportunities were available to cities, towns and historical societies. Burford explained that NEH, IMLS, NHPRC and the New Hampshire State Library's "Mooseplate" grant were available.

Obien and Burford discussed the possibility of teaching "The Archival Basics" to historical societies through the auspices of the New Hampshire Archives Group. As an example, the State of Maine has one-day programs in which the presenter teaches the class and is paid by the participants. Archival classes as well as grant writing courses could be offered in this fashion.

Obien also suggested a one week course on Archival Principles, and Blaine stated that the New Hampshire Historical Society's list of state historical societies could be used to contact possible participants. The conclusion was that there is a great deal of expertise in New Hampshire but publicizing this knowledge is a challenge.

Burford stated that he may teach a one-day course at the Archives this winter. Blaine suggested that it could be filmed and put on YouTube for wider distribution. Bergeron offered the example of Nashua using public access tv as a way of disseminating information. As a counter point to the discussion, Upham-Bornstein stated that these options are not viable for the North Country because of limited internet access. Blaine then suggested producing DVDs for distribution to these areas.

This discussion dovetailed into **Item D** of the agenda which was the future of the New Hampshire SHRAB. In the past, SHRAB has been involved with the Strategic Plan (1994); the State Library's Connecting to Collections; the New Hampshire Historical Society's digitization project; Keene State College archival projects and a project to convert video to digital by the State Archives. Burford stated that a grant proposal may be written by John Gfroerer to digitize his extensive video collection.

The Strategic Plan of 1994 is still in need of revision. Burford has not had the time to begin the process and wondered if this was something the Board wants to do. There were seven goals in 1994:

1. Create a supportive, positive public attitude toward New Hampshire's Unique Information Heritage.
2. Provide improved access to New Hampshire's unique information and records.
3. Statewide application of approved records retention schedule.
4. A technical assistance program to facilitate an improved storage

- environment.
5. Comprehensive program for electronic records
  6. Preservation microfilming and reformatting
  7. Evaluation of progress and statewide documentation strategy

Bergeron suggested that everyone take a look at Appendix A to look at the 1984 recommendations so that the Board can put together an advocacy document. The Board could then meet for a half day or full day work session. Burford will look at Appendix A and send out ideas to the Board. Upham-Bornstein suggested that a one-page document would be preferable and Winslow added that it would be helpful to have a narrowly focused document for the public to absorb. Upham-Bornstein also suggested that the Plan's date be removed. Stevens suggested that the word "Critical" might be edited out. Finally, Winslow suggested that the Board definitely meet in 2013 so we have a real deadline to meet.

**Item E** – Other Business – Burford handed out a printout which detailed the following:

1. Services to SHRABS – the Council of State Archivists has been diligent about following up on grants and offering a support center and SHRAB Commons where ideas can be shared. A COSA Member web conference occurred on December 13, 2012 and the next web conference for SHRABS will take place on February 28, 2013.
2. SERI (State Electronic Records Initiative) Project has received a new grant from NHPRC to develop Best Practices and Tools. There was also a Digital Preservation Capability Self-Assessment for State Archives which Burford participated in. The State of New Hampshire is ranked near the bottom but because of the ambiguous nature of the questions, Burford may retake the survey. Burford may also participate in the 2013 Basic and Advanced Institutes offered by SERI and funded by IMLS.
3. IPER (Intergovernmental Preparedness for Essential Records) – Each member of the Board was given a CD on Essential Records and Records Emergency Planning Response developed by IPER through a grant from FEMA. The CD's can be reproduced without restrictions.

**New Business:** Obien and Burford may sponsor a Digital Archives Symposium in 2013 for state agencies that are dealing with the complexities of digital records. They are putting together a list of 50 people to invite, including members of the SHRAB Board. Bergeron mentioned the DEPOT initiative of the Library of Congress as an example

of going out and educating the public. Obien and Burford hope to have the Symposium in July with a location close to Concord.

In closing, Burford stated that the New Hampshire State Archives will be Fifty Years old on January 5, 1963. Hopefully, a short article will be written on the history of the Archives for the public to enjoy.

The Meeting adjourned at 11:43 am.

Respectfully submitted,  
Sally Fellows