

**HISTORICAL RECORDS ADVISORY BOARD  
MEETING MINUTES  
FEBRUARY 24, 2014**

The Board convened at 9:35 am in the HAVA Conference room located in the Archives building. In attendance were members Rodney Obien, Paul Bergeron, Mark Stevens, Richard Winslow, Brian Nelson Burford and Sally Fellows. Members Linda Upham-Bornstein and Anne Packard were absent. Marcia Schmidt Blaine has resigned due to work commitments.

State Archivist Burford made to motion to accept the December 14, 2012 minutes. Paul Bergeron suggested making the following corrections: amend the word DEPOT to DEPOE under new business (page 3) and amend the date 1963 to 2013 under new business (page 4). The corrections to the minutes were accepted unanimously.

Burford passed out to the members an agenda plus handouts. Some of the handouts were sent to Burford by NHPRC's Daniel Stokes.

The first handout discussed was a Review of Purpose of SHRAB (State Historical Records Advisory Boards). The handout summarized what State Advisory Boards are supposed to do in order to fulfill their mission. It was Burford's position that the New Hampshire SHRAB has met but that the Board has not achieved much. He went on to discuss other state's activities such as making awards to individuals for their efforts to further historic preservation; design posters for Archives month and update their strategic plans. New Hampshire's Board has been on the brink of extinction and RSA Chapter 5, Section 5:42, which created the Board, is extremely restrictive. But Burford also pointed out that the Board has sponsored programs that really did not fit the State's guidelines but no one complained.

Burford went on to discuss the Strategic Plan of 1994. The first plan was created in 1984 with four general categories:

1. State Records
2. Local Government
3. Historical Repositories
4. Statewide Supporting Services

Sixty-nine recommendations were made in 1984 but upon review in 1994, it was determined that most had not been achieved. In the years

since 1994, there have been some achievements. Burford went on to list them:

1. Grants by the Vital Records Improvement Fund (2005-2007) which were distributed to approximately 60 cities and towns. Bergeron stated that the program stopped because funds had been spent down to prevent the State Legislature from raiding the account to use for other programs. Burford stated that the fund has been built up again but there is always a possibility of a depletion of funds by the Legislature.
2. The Mooseplate Fund has been created since 1994 and has been very successful. Approximately 6 to 8 projects are done per year, and the State Archives has been the beneficiary of microfilm of important historical documents.
3. The New Hampshire State Archives Groups is a strong organization with two seminars per year with additional meetings a possibility.
4. Finding NH.org (State Catalog of Collections) seems to be doing well.

An area that has not been addressed is:

Electronic Records: State Archives needs to do more training about conserving electronic records but there is a disconnect between the NH Division of Information Technology and the Archives as the IT Department is interested in data management, not data preservation. There is also the question of the authenticity of electronic records which is required with government records.

Bergeron then brought up the question of NHPRC grants which he felt were cumbersome. He wondered if NHPRC would finance the hiring of an individual to re-write the Strategic Plan. Burford brought to the Board's attention an email from Daniel Stokes of NHPRC regarding funding issues. The good news is that funding is still available but at a reduced level compared to previous years.

Returning to the problem of applying for NHPRC grants, there was a question regarding the SNAP grants which Burford felt may have been replaced by the State Board Programming Grants. One of the issues is that a State number is required to apply for funding and Burford does not know what that number is. NHPRC has been holding webinars on grants and Burford provided the schedule as part of the handouts.

There is a NHPRC State Electronic Records Proposal but New Hampshire is not yet ready to apply for funding. The NH Division of Information Technology might create a repository at some point and the State Archivist would help manage it.

In the final analysis, NHPRC has not been a good funding source for New Hampshire repositories. There have been very few applications in the past 9 years which is due partly to the complexity of the application process, insecure funding because of federal cuts to NHPRC, and the fact that other grant funding operations are much easier to utilize (Mooseplate and NEH). Many states have applied for re-granting funds but as New Hampshire has not received anything in many years, this is not an option.

The Board then went on to discuss the handout entitled Appendix B of the 1994 Strategic Plan: Objectives Arranged in Priority Order. Bergeron's comment was that the objectives are intimidating and the work done on NAGARA's (National Association of Government Archives and Records Administrators) Goals in order to make them clear and obtainable. The Board then decided to look at each objective individually and listed below are their comments and findings:

PLEASE SEE ATTACHED EMAIL AND OUTLINE:

At the end of the meeting it was decided to meet in three months as there are many issues that need to be addressed. It was decided that the next meeting should be on May 14<sup>th</sup> at 9:30 am.

At 12 noon, Bergeron made a motion to adjourn the meeting. The motion was seconded by Stevens, and there was unanimous approval.

Respectfully submitted,  
Sally Fellows