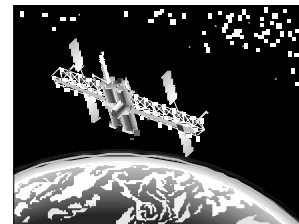




STATE HISTORICAL RECORDS ADVISORY BOARD FOR THE STATE OF IDAHO

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"The Mission of the Idaho State Historical Records Advisory Board is to be an advocate for the creation, preservation, dissemination and use of information that accurately chronicles the people and institutions of Idaho, both public and private."

June 17, 2003 Meeting Minutes of the Idaho Historical Records Advisory Board at the Meeting Room, Latah County Historical Society, 327 East Second Street, Moscow, ID.

Board members present at 9:20 am meeting: Abraham, Blake, Bogstie, Darrington, Ghan, Johnson, Mathews, Reed, Smylie, and Walker. Meeting chaired by Mary Reed. Visitor, Latah County Commissioner, Tom Stroschein.

Report on NHPRC grants -Steve Walker

In a letter dated February 24, 2003, the State Coordinator received notification from National Historical Publications and Records Commission (NHPRC) Executive Director, Max J. Evans, that the closing date for NHPRC grant 99-003 has been extended until March 31, 2003. Final financial and narrative reports covering the entire grant are now due on June 30, 2003.

The State Coordinator received award notification of NHPRC grant 2003-043 from Archivist of the United States, John Carlin in a letter dated April 21, 2003. The new grant is for \$17,500 and runs from April 1, 2003 through March 31, 2004. In the grant, the SHRAB will work with Commonwealth Media Corporation, Inc. To make available to up to 500 records custodians in the state in the e-learning program, "*DISASTER RECOVERY/BUSINESS RESUMPTION, Planning, Testing, Readiness: What Every Employee Needs To Know.*" The goal is for at least 100 users to participate in the program in 2003. If the number exceeds 500 during the year, the SHRAB and State Coordinator will seek additional support to extend to program to more users. The State Coordinator will prepare a report for this board, as well as for all the other SHRAB's, and the NHPRC on our experience in using this e-learning program.

The State Coordinator will also present 12 historical records management and disaster prevention workshops, with a least one workshop in each of Idaho's 7 judicial districts. A draft of the presentation "Public Records Management: Why Should I Care and What's In It For Me?" was presented to the board members.

The presentation offered the viewpoint of public records not just as a historical and cultural nicety of government, but as the very foundation of our democracy. Public access to their public records allows the individual to document the citizen's rights and privileges, assists with their understanding of civic issues, and provides public accountability of government officials and agencies. The economic and historical information public records provide remains

important, however, the public records management presentation focused on how vital public records are to our democracy and the costs inherent in managing records poorly.

The presentation generated a great deal of discussion among board members and visitor as it emphasized that government records are among the most valuable resources of government and pointed out that officials can't carry out their work without records. The presentation presented the results of a 1998 Cooper & Lyband Study that showed that records and information systems often represented over 50% of the cost of doing business and a study by the International Association of Records Managers and Administrators showed that 80% of all office activity is record keeping and most offices waste 65 cents of every dollar spent in handling records through poor management practices. Many SHRAB members feared that such statistics would be misinterpreted and not used to fund better management practices, but as an argument for additional funding cuts.

Old Business

Larry Ghan suggested in the January meeting that the SHRAB should initiate an annual award program which would recognize people for their efforts in preserving historical records. Several options were discussed such as doing this in collaboration with the ISHS "Esto Perpetua" program or to have a separate award ceremony in the city or county the person works. It was decided to develop this idea for a motion during this meeting.

Duane Bogstie provided information on a state recognition program. Certificates have been printed through Dept. Of Administration. \$1.50 per certificate, silver medalions produced at Kellogg, ID. at \$16.00, per item and acrylic plaques at \$50 per item. The idea behind the program is to recognize the people who have done something extra.

Terry Abraham felt the focus should be on the recognition of what the person has done rather than the artifact.

Byron Johnson suggested that the SHRAB should combine reward along with a public relations effort that emphasizes the importance of this activity in an effort to educate the public on the importance of records in general. He moved that the SHRAB should take steps to initiate an ongoing process to name an individual for public recognition. The motion was seconded by Blaine Bake. The motion was further amended by Mary Reed to nominate individuals to receive this recognition this year and combine this activity with scheduled professional conferences to increase awareness. The short time factor involved in doing something this year necessitated not going through a lengthy process of selection. Steve Smylie seconded this amendment. The board passed the original motion and amendment.

Steve Walker pointed out that there are costs involved with the award that are not covered by any grant the SHRAB has received. Staff time, transportation costs, publicity costs, as well as the cost of the award have to be funded from somewhere and though some board members offered to personally contribute toward costs, he felt that the majority of the expense would come from the Idaho State Historical Society. The State Historical Society like many other state agencies has a tight budget and it is likely the resources for this project will have to be diverted from other

Society projects. Steve felt that the Director of the Historical Society should be directly involved with anything that required using Society resources.

Mary Reed, as president of the SHRAB, will talk to ISHS Executive Director, Steve Guerber concerning the desire of the SHRAB.

Byron Johnson moved that the procedures for the selection and determination of the nominee to be recognized by the SHRAB be conducted through e-mail and regular mail. Julian Matthews seconded the motion which was approved by the board.

Steve Smylie emphasized that this recognition should be an ongoing process to also recognize individuals in different groups in succeeding years to generate increased public awareness of the importance of historic records.

The board adjourned for lunch at 12 and returned to the meeting room at 1:30 after several board members were given a tour of the McConnell Mansion.

New Business

Blaine Bake inquired about the transfer of personal papers from public officials who are retiring or appointed to a different political office. Steve Walker replied that it is up to the individual to decide where personal papers go, but it is state law that public records be transferred to the State Historical Society in order to establish a unified State Archives to facilitate the use of Idaho records for official reference and historical research. Steve Walker stated that importance isn't so much as to where the records are kept, but that they are stored and maintained properly and made accessible to the public.

Steve Walker told of the increased reference activity at the State Archives and other government agencies due to the effects of homeland security in the federal PATRIOT Act and HIPPA Acts. As the state records have become more accessible in recent years, the demand by other government agencies and the public has also dramatically increased even though funding has decreased. Staff time devoted to retrieval of materials is staff time away from activities such as the collection, preservation, and indexing of materials to make them accessible. Just as increased funding for highway maintenance is an ongoing activity, so must be the management of our public records. Neglect of the costs involved in public records management tend to increase the overall cost of government and decrease the timeliness in providing needed services.

Steve mentioned that he joined SHRAB members Steve Smylie, Denton Darrington, and Larry Ghan at a presentation to the Idaho Association of Commissioners and Clerks in Burley the previous week. The clerks were generally aware of the need for better management of records, but it was asked where the funds would come from. Dedicated user fees have been suggested but all attempts to raise recording fees by clerks and commissioners since 1989 have been defeated by the State Legislature.

Senator Darrington and Representative Smylie responded that the legislature constantly hears from groups that wish to raise fees for needed activities, but it tends to be very conservative in allowing fees to be raised so the taxpayers don't have increased burdens placed upon them.

Steve Walker pointed out that many agencies have utilized federal grants to make up the shortfall in state funding. These grants have become increasingly harder to obtain, because the granting agencies have stated that grant were designed to fund additional activities of agencies and never intended to replace basic funding. Part of the problem in applying for grant funding is finding the necessary in-kind match for the grant. For instance SHRAB grants depend on matching funds from the State Historical Society and as budgets and staffing decrease, so does the ability to even apply for grants.

Steve Smylie agreed that small agencies such as the State Historical Society are harder hit by budget cuts and said that he would inquire to see if in-kind funds from other agencies such as legislative services could help in acquiring larger grant funds.

Steve Walker noted that the terms of Abraham, Johnson, Reed, Smylie, and Virta expire in October of this year and updated vitas were needed if members wished to be re-nominated and vitas would also be needed for nominations of new members as soon as possible.

Julian Matthews moved that the next SHRAB meeting be in Boise on October 3, 2003 in conjunction with the meeting of the Idaho Council of History. The motion was seconded by Mary Reed and passed by the board.

Terry Abraham spoke about the Northwest Digital Archives/ Northwest Archives Processing Initiative of which the University of Idaho is a participant. The purpose of the Northwest Digital Archives (NWDA) is to provide a tool to make historical research in the Northwest easier and more comprehensive. It represents a new union database for 2200 archives and manuscripts collections in fifteen different repositories in Washington, Oregon, Idaho, and Montana. This project will utilize cutting edge technology to make these resources available to the public.

The NWDA has a total budget of \$1,095,403 with \$349,778 coming from the National Endowment for Humanities and \$745,625 coming from the fifteen institutions in cost share and in-kind contributions. His is a two-year project that began on July 1, 2002 and will continue until June 30, 2004. The ultimate goal is to tailor this resource to meet the needs of Northwest researchers. It will be able to be used by historians, educators, students, genealogists, and anyone with an interest in history and primary sources and will be available on-line in mid-2004.

Terry mentioned that the current fiscal crisis in state governments is making it increasingly difficult for participating institutions to meet the grant obligations or consider future grant funding. Other repositories in Idaho were approached and the funding situation with many historical repositories who wished to participate made it impossible to meet cost share and the in-kind contributions that the grant requires. The finished project will give researchers the ability to search several repositories at one time and provide a standardized searching methodology for more precise and efficient searching.

The participants of the project are currently planning the next round of funding and would like input from SHRAB members and the general public if additional repositories need to be added to the project, whether there needs to be improved metadata added to the brief overview of

collections and whether digital content of the collections need to be linked and added to the description of the collections.

The meeting adjourned at 2:58 pm.
Respectfully submitted by
Steve Walker
State Historical Records Coordinator