



## **Idaho State Historical Records Advisory Board (SHRAB)**

*Serving the present and future generations of Idaho by providing expertise to encourage the preservation of historical and significant records.*

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Minutes of the Idaho State Historical Records Advisory Board  
Public Meeting held July 24, 2009 at Lewis–Clark State College, Lewiston, Idaho

The meeting was called to order at 9:03 a.m. PDT by Deputy Coordinator, Carter Wilson

Roll Call:

**Members in Attendance:**

Carter Wilson  
Blaine Bake  
Duane Bogstie  
Bonnie Fuller  
Lucy Loewen  
Alan Virta  
Steve Walker

**Members attending by teleconference:**

Jeffrey Bryant  
Rod House  
Susan Weathers

**Motion Adopted:** Steve Walker moved to adopt the minutes from the April 7, 2009 Teleconference as published; Lucy Loewen seconded the motion; motion adopted.

**OLD BUSINESS:**

The training aids, “Pocket Response Plan” and “Rescuing Family Records” were not ordered under the 2007-08 grant, as ordering information on the previous plans could not be located. SHRAB may be able to order some with current grant funds.

**REPORT ON THE COMMUNITY REGRANT PROGRAM (SEE ATTACHED REPORT).**

\$3,488.00 remains to be allocated. A number of possible projects were discussed involving the Idaho Public Archives and Research Library (PARL), including putting the various indexes online, replacement of the *Rediscovery* indexing software, which provides limited access only within the Library. Other agencies are utilizing software called *Voyager*, and there may be other options to provide online access. This is likely to take 6-8 weeks for the procurement process. Rod reported the PARL is looking to add more indexes to the digital archives and work with the Washington Consortium for the Digital Archives was another item considered. COSA dues of \$2400.00 was also discussed, as it is a

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self-matching source since COSA will reimburse travel expenses, room and board to their annual meeting in Austin, Texas. This funding is in the current SNAP grant, but was only funded for one year during the eighteen-month period of the grant.

**Unanimous Consent:** Deputy Coordinator, Carter Wilson was directed to advise the Idaho State Historical Society (ISHS) Board of Trustees, who will be meeting July 30, in Salmon, Idaho, that the Idaho SHRAB will provide these funds as a matching grant if the ISHS can identify a matching source.

#### REPORT ON PROPOSED LEGISLATION

##### *Release of Death, Marriage, Divorce, and Stillbirth Records after 25 years*

Proposal to change from 50 years to 25 years records of death, marriage, divorce, and stillbirth. No objections have been received. Washington SHRAB is interested in what we have proposed. There was considerable discussion on these records in general.

**Motion Adopted:** Bonnie Fuller moved to adopt the report as the legislative concept of the Board; Steve Walker seconded and the motion was adopted.

##### *Proposal to allow exempt records to become public records after 75 years*

Several county prosecutors voiced opposition, but no specific reasoning was provided. Paragraph 3 was added to allow any record custodian to maintain the exemption past 75 years for cause. There was considerable discussion on this topic. The proposal is not intended to supersede current or future retention schedules.

**Motion Adopted:** Blaine Bake moved to adopt the draft proposal concept as amended; seconded by Steve Walker; and adopted.

Rod House needed to leave. He reported an overhead book scanner is being obtained from the State Law Library. He also informed the Board that the Archives is putting together a grant proposal for NHPRC for territorial records.

##### *Replevin proposal*

In general, there appears to be broad support for replevin legislation. There is some concern about the possible impact on the ISHS budget and the budget of the attorney general and local prosecutors. There was considerable discussion on this topic. During the discussion, it was noted there is nothing prohibiting records from being loaned to organizations.

**Motion Adopted:** Steve Walker moved to adopt the replevin proposal as our intent of conceptual legislation. Alan Virta seconded the motion; and it was adopted.

#### NHPRC SNAP GRANTS

##### *NAT07-RS-10031-07, July 1, 2007 – June 30, 2008*

\$4,138.13 of the \$10,000.00 grant was unused from this period, over 41 percent of the request. All final reports have been submitted and the grant is complete.

##### *NAR08-RC-10025-08, July 1, 2008 – Dec. 31, 2009*

The current grant scope and schedule was reviewed. The on-going training program is still a challenge due to budget constraints at the PARL. Training opportunities were discussed. Reports are up to date. However, an interim narrative and interim financial report are due July 31 for the period Jan. 1, 2009 – June 30, 2009. The Finance Office has been reminded.

*NHPRC Application No. RC10074, Jan. 1, 2010 – June 30, 2011*

A SNAP Grant for the period noted has been offered and accepted, but not yet awarded. The tentative total award is \$50,000.00, which includes \$30,000 in Community Re-grants. All overdue reports have been submitted. The Board reviewed the timelines and plan, which includes a cooperative venture with Idaho Public Television or the University System in recording and digitalizing our training program so it can be delivered by DVD or online sessions. The strategic plan is also to be updated during the first 12 months of the grant. Steve Walker, Susan Weathers, and Jeff Bryant volunteered to help with the Strategic Plan review using e-mail. Carter Wilson assigned them to the Strategic Plan Committee with Steve Walker serving as chair.

LUNCH BREAK from 11:40 a.m. to 1:00 p.m. PDT

NEW BUSINESS

*SHRAB Membership*

Alan Virta and Susan Weathers agreed to be nominated for an additional term. The Board also agreed to ask Clete Edmunson and Tom Terrall to remain on the Board following the expiration of their current term. Carter Wilson stated he would notify both. Lucy Loewen requested she be replaced at the end of her term, and she has been asked to find a replacement. Updated biographies were requested from all.

*Report from the Archivist*

Rod gave an update of the archives, with one new hire and interviews for the Capitol Project archivist. The re-shelving project at the Archives is on going. Information requests continue at a high level. Indexes on-line will increase the workload further, but also increase the opportunity for revenue flow. The Washington Consortium meeting was attended last week. Rod reported that the COSA meeting in August will have a section devoted to replevin, and he will report to the board upon his return.

*Next Meeting*

Tentatively scheduled for Sept 17-18 in Spokane and Cheney, Washington as a joint meeting and training session geared specifically toward the various Native American Tribes in Idaho and Washington, with a visit to the Digital Archives in Cheney. Individual SHRAB meetings will also be held. Training will be held on the 18<sup>th</sup>. We do not yet have permission to travel out of state, but Carter and Rod are working on it. The schedule was agreed to, pending travel arrangements.

*Training Plans*

Training is scheduled in Rexburg and Nampa during October. Other possible training sessions were discussed, including the Association of Idaho Cities training Sept. 23-25 at the Doubletree Riverside in Boise. The idea of a Webinar was proposed. A certificate for completing the on-line Disaster Preparedness training was also discussed. Periodic training of re-grant recipients could also be provided. **Motion Adopted:** Moved by Steve Walker that Carter request permission from NHPRC to shift some current training funds to accelerate development of electronically delivered training; seconded by Lucy Loewen; motion adopted.

The Idaho Public Records Law and Idaho Open Meeting Law DVDs have been produced by others (IPTV). Carter will pursue adding links to this material to the SHRAB web page.

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Lucy Loewen and Alan Virta were asked to check around the Lewis Clark State College & Boise State University campus for possibilities of a joint venture to film a training program on records management and report to the Board during September.

*SHRAB Statutory Recognition*

Duane Bogstie and Steve Walker will look into Nevada's legislation, recognizing the SHRAB as a statutory entity.

*Report from Duane Bogstie on Records Center*

Storing of records in the Records Center rather than the Archives was discussed. Additional costs are being incurred in storing at the Records Center.

*Approval of expenses*

**Motion Adopted:** Steve Walker moved to approve all travel and administrative expenses to date, including meetings with the ISHS Board of Trustees in Salmon next week and Sen. Darrington with proposed legislation; seconded by many and adopted.

ADJOURNMENT

Bonnie Fuller moved to adjourn and the meeting adjourned at 2:40 p.m. PDT.