

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Agenda – SHRAB Meeting 9:00 a.m. to 5:00 p.m.

Thursday, January 27, 2005

Location: ICRM conference room at the Idaho Counties Risk Management Program Office Building, Suite 300 at 3100 Vista Avenue, Boise, Idaho. 208-336-3100

Note: The Idaho State Historical Society Board of Trustees meets Friday, January 28, 2005, 9:00 a.m.-5:00 p.m.

Old Business

1. Approve the Minutes of the October 22, 2004 Meeting – Robin Wilson
 - **Members please read minutes prior the meeting**
2. Status of the SHRAB grant – Steve Walker
 - Membership questions from last time – A review of the last 10 meetings.
3. SHRAB appointments by the Governor - Steve Walker
4. How should the SHRAB do business in 2005? Duane Bogstie/Steve Walker
 - Discuss how the Board can be more productive between meetings. Preferences? Subcommittees? **Please bring ideas.**

Lunch - 11:45 a.m. to 1:00 p.m.

5. Status of proposed legislation (Has anything changed since October 2004?)
 - The cities – Steve Walker
 - The counties – Larry Ghan
 - ISHPACE – Robin Wilson
 - New information – for the Board

New Business

6. The Uniform Electronic Transactions Act in Idaho – background and its relationship to archives and records management legislation. – Robin Wilson
7. Possible Grant Proposal – funding for a statewide survey resulting in a Report from the SHRAB to the Governor – Duane Bogstie, Steve Walker
 - NOTE: *To develop a grant proposal, the direction and the scope of the survey must first be defined. **Please submit ideas for survey questions, subject matter to Robin prior to the January meeting.***

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Meeting Minutes of the January 27, 2005 State Historical Records Advisory Board

Board members in attendance:

Blaine Bake, Duane Bogstie, Denton Darrington, Larry Ghan, Byron Johnson, Mary Reed, Darrell Roskelley, Steve Walker, Robin Wilson, Alan Virta

Not in attendance: Pam Babbitt, Julian Matthews, Carol Schreiber, Steve Smylie

Guests:

Tony Edmundson, Chair, ISHS Board of Trustees

Steve Guerber, Director, ISHS

Linda Morton-Keithley, Administrator, ISHS

Tom Blanchard, ISHS Board of Trustees

Judy Meyer, ISHS Board of Trustees

Annette Mooney, IAC

Pre-Meeting:

Blaine Bake announced that he will be retiring within the next 12 months.

Potential meeting locations were discussed.

Summary of Meeting:

General Business

Steve Walker opened the meeting and welcomed our visitors. We were all especially glad to have Tony Edmundson join us representing the ISHS Board.

1. Minutes of the last meeting were accepted.
2. NHPRC Grant Report – Steve Walker
 - a. It is supposed to end March of this year
 - b. We will be having a joint meeting with Montana and Wyoming – Steve suggests West Yellowstone for the location.
 - c. A date was proposed, to be confirmed with the other states: May 26-27, 2005
 - d. Format – one day for joint meeting, one day regular Idaho SHRAB
 - e. Mary Reed – will we have the Money?
 - f. Steve Walker outlined how the savings from a room block should make it feasible.
Checking on a location.

Suggestions:

Steve Guerber -Harriman Ranch possibility, also Railroad Ranch – Idaho Parks

Larry Ghan – many places in the area - but perhaps the end of the summer would be better, say Labor Day

Blaine – Island Park

Byron and Blaine both have conflicts that weekend in May

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Robin – Is there a real interest in the joint meeting?

Byron – What are the benefits of a joint cooperation?

Larry – Is it logical to meet? What will we gain?

SW – Collaboration, brainstorming, training are the benefits. Yes, the other states have expressed interest.

Steve G – We share a common concern – funding. It's a chance to talk about funding, unique things they may have to offer. Nationally, American Assoc for State and Local history has managed to accumulate \$100,000 in funding. Working together to develop clout is a good reason to meet.

Denton Darrington joined us at 9:30 a.m.

Voted to work towards a joint conference. Ayes carried the motion.

3. Membership Question from last meeting - Steve W presents a table that showed SHRAB member attendance going back to 2001.

Mary Reed – Does the SHRAB membership recommend reappointment?

Steve W –The governor can reappoint who he wants to. We have submitted names of those we would like to see appointed and re-appointed.

Break –

Robin W. provided Denton D. with a copy of the letter previously send to Parra Byron, the SHRAB liaison in the Governor's Office with the list of SHRAB appointees. He has offered to follow up with Parra in person.

The question was discussed - Are we going to dismiss any people from the September list?

Byron – What is the rationale for removal?

Consensus, repeated non-attendance, unresponsive to emails, etc.

Blaine – moved that we issue a new list – without Julian Matthews, and submit an amended list to Parra Byron.

Motion – to issue the revised list voted and carried.

4. Planning for the future – Steve W

Preserving Idaho history – reviewing past efforts. A version of the old listing of goals was discussed and later emailed to the membership showing which goals have been met, which have not.

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

What has been happening around the state was brought up - Robin W. asked Denton D. to tell about his meeting with Governor which she had heard was held in October. The actual meeting date was November 3rd. Denton D. reported that the session was a follow-up to the SHRAB meeting with the Governor when we discussed the merger of state-level records functions. The November 2004 meeting included Brian Whitlock, the Governor's Chief of Staff, Steve Guerber, Director ISHS, Pam Ahrens, Director Department of Administration and the State CIO, along with Senator Denton Darrington. It was brainstorming meeting, Denton said, but it did not result in moving ahead on the concept of the merger of the State Archives and the State Records Center.

Byron – It wouldn't seem likely that there are going to be any records initiatives any time soon. Asking Denton: Did he think there much hope of this during this governor's term?

Denton – We're only two years away to a new governor. (Jim) Risch is a quick study and would be interested, but Butch (Otter) would not be hands on.

Byron – This is not likely to be part of anyone's campaign – this group (referring to SHRAB) could inform the people. We should we look for ways to educate the public.

Denton –The governor will not be thinking of records as part of his legacy.

Blaine – Distributed the headlines of the Idaho Falls Post Register about the sealing of records associated with the Boy Scouts of America child molestation lawsuit/hearings. Judge Woodland has sealed the records in this case.

Denton – Patty Tobias has asked to meet with him today 1:30 (concerning this). He points out that the laws concerning expungement are very strict.

No SHRAB action asked for in response to this incident was specifically defined. Those present felt it will be a good example for education.

SW – How can we become more productive?

New subcommittee -

Byron – moves to appoint a small subcommittee to investigate the public on the issues that we are the most interested in. What are the best ways? How to educate the public?

Darrell seconded. Motion carries.

Darrell – ISTARs – used Netmeeting – could SHRAB look into that? He is also concerned about educating folks –

Byron is willing to serve on the committee – Alan and Larry are too.

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

He states that it will be the mode of communication that will make education efforts successful, not the content.

Blaine asks Tony E. and Linda M-K to respond to the List of Recommendations

Linda MK – We have made progress. She points to the new Idaho History Center opening Sept 9, 2005 as an indicator. (referring to the expansion to the present State Archives building near the Old Penitentiary in Boise.)

She also points out the establishment of the State Archives facility, and the State Archivist position created.

Tony E. – Discussed the recent history of the board (ISHS). When Tony came on (the Board) about 8 years ago they had a director who drove some folks away – and had ongoing conflict with the Idaho Botanical Gardens. Had a number of sites, including the Old Penitentiary, and 4-5 sites around the state that were neglected. (Referring to the ISHS building preservation role) For along time the physical resource preservation was more immediately on their plate than records were.

The ISHS has come lightyears from that position – when there is an inability to have vision, you get stuck fighting wildfires. Steve G. brought another perspective, a more political background. They are no longer dealing with staffing and personnel conflicts.

We recognized two years ago that there was a need for more communication – that working with the SHRAB should play a larger role. The new building should help quite a bit.

Funding – the economic landscape has presented some real challenges in the last 3 years – the ISHS pays 50 people – but not with direct state funds. The ability to respond to issues that the SHRAB has identified is limited.

SHRAB is doing what he feels the ISHS board needs to be doing. Maybe they should think about taking on some of the related organizations.

Discussion continued

Mary – Another group she'd like SHRAB to get involved with, the Idaho Association of Museums.

Byron – held up the State Archives brochures on records and preservation. He has been president of the Idaho City Historical Foundation and is retiring. He's thinking about other organizations and things he can get involved with.

Mary – The museums (in the Association) have a number of significant documents and artifacts.

Denton - asking Tony E. – Have you looked outside of state funding?

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Tony E. – They have been trying to approach the Foundation for Idaho History. The Friends of the ISHS might be something that would be more effective. We have colleagues out there – but how can the legislature distinguish between us? We should try to speak with one voice.

Blaine – Expresses how he appreciates Tony’s observations - helpful

Tony – Gaethe Pace had a video – maybe he could produce a video that addresses our needs. This communication thing is a problem that all boards have. Never seems to be enough time.

Larry – Tony addresses some of the unfortunate feelings that come up around public records legislation, misinformation and understandings about aspects, so unfortunate – we’ve got to build some partnerships. Grange movement. How do we form coalitions? Everyone has limited resources.

Darrell - Education is essential – we can manage this – keep it simple. These records and why they matter.

Mary – We should teach about retrieval, research – the process.

Darrell – How do I do this? Add info to the webpage about how to do this?

Mary- Something like “want to find a record, here’s how to do it”?

Darrell – agreeing - Use websites as portals to how to find records

Tony - Where people congregate is where some paper-based materials should be – brochures, etc.

Question arose: What are the special qualities of each group?

Larry – it would behoove the SHRAB to solicit the counties to send someone to this group (the SHRAB). One place where vital information is located is in the counties – we need to develop a greater rapport.

Darrell is a member of his counties local historical society –

Tony - get on the agenda of the county commissioners’ meeting each year to talk about records issues and artifacts.

Larry - and tell them why its important, why these things matters in the community.

Robin - trying to establish support for making a list of historic societies, museums, etc. for use in distributing materials.

Robin motioned, Mary seconded, passed

Tony - Certified Local Government funds, there may be funds available.

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Blaine – He was trying to define a dream was not actually trying to commit the SHRAB or the ISHS to any web resource commitment.

Robin – the contact list will include the urls where the societys have them.

Lunch

Legislative Update –

Tom Blanchard and Judy Meyer (ISHS board of trustees) join the meeting

SW – municipal bill on records – Tuesday this week went through its print hearing. Awaiting a committee assignment – this bill he has high hopes for - would provide a uniform footing for the cities.

Big thing the bill does: Defines a permanent record = forever, not just ten years. Helps us put together a state records management manual for the cities with retention periods and guidance on records handling.

Larry – The counties have problems with money, workload. He did let them know about this legislation. He can't understand the differing views of some of the county clerks – some see the benefit of the state archives, others don't. Ownership and retention issues continue to be a problem - seems like records management is yet another responsibility for the counties, and their are control issues. It will take a lot of communication on a county-by-county basis.

Denton - you talk about people being territorial, suggest using the term 'stewardship' – this will help them understand that they don't own the records.

SW – Discussion of this concept almost derailed the cities bill.

L – What's been done in the past in the counties is responsible in part for this attitude. What happens in that community happens in that community...there is a great sense of responsibility, however.

Past approaches have resulted in a hugh amount of resentment. They have been anything but historians.

Denton- when the state records center does training – the agencies feel they are the owners of the records...they try to tell them about being stewards, that they are liable, etc. Disposal decisions can be handled by the Archives or the Records Center – then those offices will get to/have to handle legal issues/questions.

L – his county's records program was driven by liability. He felt that his county was at risk.

Darrell – wishes that we could rebuild the relationship with the counties. This committee should work on this.

Robin- try to get on the agenda at the county association meeting.

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Larry – build bridges – communications

SW – a lot of the local entities are suspicious of state government. At the same time, he is expecting Custer County to transfer their first records to the Archives.

Blaine – should we encourage the governor to appoint a county clerk and city clerks to the SHRAB?

Robin – send an invitation/call to ask folks - President of the clerk’s association, Association of cities, and counties, commissioners and clerks –

Denton – proposes “Stewardship what’s in it for you?”

Larry – Suggests that we come to the IAC (counties) mid-winter meeting in Boise at the Riverside Inn In two weeks February 6th (dates?) 2005. Have SHRAB and ISHS folks there (informal).

Darrell – contact Dan Chadwick, Director of the IAC and ask him to think about the idea of representation And Tony Penelli, Asst Director of the IAC.

Tony Edmundson – spend a few minutes with each

Program coordinator for the IAC – Mary Kummer, in Boise.

ISHPACE

Tony - ISHPACE – ISHS is not advancing any part of that legislation for this year’s legislature.

Tony - Steve Guerber shared the vote on the Ada Cty courthouse – the demolition version was only disapproved by one vote.

Alan – on the news last night – 60 sites are in need of preservation assistance

Linda M-K – they are buildings, not sites

Annette Mooney, Association of Idaho Cities, joins us – She expressed appreciation for the support of the SHRAB on the cities bill.

Denton – question about the ISHPACE funding: There was a request for a percentage increase in the fee (\$10 - \$20) – thoughts?

Tony – thought the permanent building fund (the fee increase) was a good idea – he personally feels there will have to be some other approach. He felt this shouldn’t have been so political – it was viewed as another tax.

Break

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Uniform Electronic Transaction Act in Idaho - postponed

Robin – UETA – will follow-up on this and report further

New NHPRC grant proposal

SW – need to be thinking about the 2006 to 2007 NHPRC grant proposal
Suggesting that we include language for another state-wide survey

Denton – Can we ask for funds for equipment (computer, lcd projector, tape recorder) for professional presentations for training?

Blaine - ISHS has a number of grant applications out

Linda M-K - NEH \$5000 grant proposal for archival supplies - got it, proposals for personnel costs for processing/indexing. 1.2 mill dollar grant proposal in to NEH – for storage equipment, compact shelving for the 1st floor of the Archives will double capacity. ISHS is maxed out on their ability to match on grant funds.

Blaine -Territorial court Records – he is concerned about these.
He was in Twin Falls yesterday – the court house records room was crammed with paper records.

Robin - Provide information to the counties and cities that FEMA funds are available –
She is to send this information it in to Steve Walker

Denton – ask for equipment –

SW – matching is a problem –

Robin – suggesting that the SHRAB contact the Secretary of State about records

Blaine – that was recommendation #9

An aside related to raising awareness -

Larry – 1st Friday and Saturday of August - Pocatello Fort Hall – Sckagewea festival October Lemhi Shoshone emphasis - her descendents will be participating – Larry has been asked to participate.

Idaho State Historical Records Advisory Board (SHRAB)

Serving the present and future generations of Idaho by providing expertise in archival and information management to encourage the preservation of historical and significant records.

2205 East Old Penitentiary Road, Boise, ID 83712-8250 (208) 334-2620 swalker@ishs.state.id.us

Byron presents information related to today's early topic of developing an outreach/education program 5-point program for outreach:

- United Press for coverage
- Public Television – SHRAB members to appear
Carol Holness Ch 8 (Larry)
- Letter to the editors of local papers by SHRAB
- Guest opinion pieces for local papers
- Seek from public radio stations – public service announcements

Alan – talk to ISHS about this before we release these materials

Larrt – talk to the Counties and cities - what should be mentioned that is about them

Next meeting will be either 3rd week of May or in the fall

Adjourned