

Meeting Minutes of the May 20, 2005 Joint State Historical Records Advisory Boards of Idaho, Montana, and Wyoming held at the Yellowstone Lodge, West Yellowstone, Montana

8:45 am - 4:30 pm

Board members in attendance:

Idaho:	Darrell Roskelley, 5 th District Court Coordinator
Blaine Bake, University Archivist Brigham Young University-Idaho Rexburg, Idaho	Alan Virta University Archivist Boise State University Boise, Idaho
Denton Darrington, Idaho State Senator Declo, Idaho	Steve Walker State Records Coordinator, COSHRC State Archivist Boise, Idaho
Larry Ghan, Bannock County Commissioner Pocatello, Idaho	Robin Wilson Asst State Coordinator, Idaho Records Manager Idaho State University Pocatello, Idaho
Carol Schreiber Retired Archivist American Falls, ID 83211	

Montana:	Jodi Allison-Bunnell Missoula, MN
Molly Kruckenberg State Records Coordinator, COSHRC	Peggy Gow Grant-Kohrs Ranch NHS National Parks Service Deer Lodge, MN
Sammy Pierson	Kim Scott, Archivist Montana State University Boseman, MN
Wyoming:	Tony Adams State Records Manager State Records Coordinator, COSHRC

Host: Steve Walker

Guests: Linda Morton Keithley, Administrator, Idaho State Historical Society

Meeting opened with greetings by Steve Walker and introductions around the room. Following preliminary introductions of those in attendance, each SHRAB presented an overview of their Boards and activities within their states.

SHRAB BACKGROUNDS

Wyoming

Wyoming SHRAB started in 1983. The establishment followed/was a response to a needs assessment completed about state records. They have a pretty active membership. They do not currently have any representatives from either National Park Service or a federal agency.

Promotions and Outreach: They are working on a technical resource book, in partnership with state records management personnel. It has been about a year in the making. They will be including with their resulting notebook a resource from the Office of Homeland Security – the Preservation Wheel. Tony passed around a 3-dimensional ‘wheel’ of flat overlapping disks that when turned line up different disaster preparedness issues with resources or appropriate responses.

Archives fact sheets list the board members of facilities around the state.

They have a varied outreach program, a combination of brochures, training (workshops) and in-person outreach. They hold three SHRAB meetings a year – two in person, one to two by conference call, each year. They make heavy use of email to pursue their projects.

Montana

Formed by 1970s. Their board is composed of eight (8) members appointed by Governor. They recommend the individuals that the governor appoints. They have a number of small museums and archives around the state that they are trying to reach. They are working with local associations.

Promotions and outreach: They have made a poster for Archives Week – they did it in conjunction with Montana History Week. They have a preferred practices manual – updated last year. Used as tool for workshops. They have been using their NHPRC funds for scholarships so people can attend their preservation workshops(5 last year). This year they will allow scholarship funds/requests to be for any related purpose. No re-grants at this time – previously did have a re-grant to fund a traveling Archivist.

Kim – transportation costs for their constituents are a significant barrier; this is usually much more than the cost of the registration for their workshops.

NOTE: The NW Archivists Meeting will be in late May 2006, in Butte, Montana. May be a good time for another joint meeting of *representatives* from regional SHRABs.

NW Archivists has committed to having regional conference.

Inexpensive housing would make a big difference in how many SHRAB members will be able to attend NW Archivists Meeting. The Casper, Wyoming campus is talking about making their facilities available.

TOPIC: Funding

Idaho –

\$10,000 NHPRC grant monies only.

Using 50% of Steve Walker's time as a match for the grant, with some percent of the time contributed by the other members to complete the match requirement.

Planning another joint meeting with the SHRABs of other bordering states next year.

Steve Walker uses COSHRC brochure as a handout while training and/or performing outreach. Steve W performs most of the presentations around the state. Transportation cost is covered by the Idaho State Historical Society (ISHS). (not currently used as a match)

Logistical and administrative support comes from the ISHS (funded by general fund).

Montana –

\$10,000 NHPRC

Use these funds for travel, education, scholarships – MSU and State Archives sometimes funds travel for their SHRAB members. NEH grant in 2003 (\$5,000) – Casade Cty Historical Society paid for the writing and editing of the preferred practices (250 copies of the manual and time for consultant and workshop) and a training session. Looking at the Montana ? for the Humanities. No legislative funding.

Meet twice a year – what to address in the next six months – then use email in-between.

Quarterly newsletter – goes to 300 people – who? Goes to the small museums in the state, clerks and recorders, SHRAB, and posted on the webpage. Postage from the ISHS. One practical article, legislative update. They have so many are still not web-connected.

Wyoming –

\$10,000 NHPRC. Partnered with the Municipal Clerks, Am Heritage Center, State Library, etc. Asked for \$500 seed money for printing and distribution of educational materials.

Cost sharing with State Archives – office equipment, mailing, email, phone calls, meeting rooms,

Charging 10\$ for training to cover meals. Started in 2003 – for a state-wide conference (75 attendees) charged \$100 for a two days conference, speakers paid their travel, accept main speaker.

County Clerks work very closely with them. They made a presentation at their last meeting.

No SHRAB newsletter – Department newsletter instead. Many of their clients are not web-connected or email connected. Has one legislative member – House member.

August 3, 4, 2005 – Sacagewa ? Cultural Event – Celebration of Nations at the Fort Hall Replica.
Jackie Alavort is the

Legislation

Idaho – notable Idaho Association of Cities – redrafted their administrative legislation for municipalities to address records management – made a priority of having a unified records retention schedule for all Idaho cities and municipalities. Effective the beginning of 2006. It deals with electronic records, as well as paper.

E-Records legislation – one bill didn't pass – this one specified that all responses to public records requests

Kim Scott - When the Idaho legislature considers this sort of legislation do they encourage testimony or input?

Robin Wilson - It is a passive system. Citizens track bills through the legislative services office or

Denton D. – He can't imagine not soliciting all the input he can get, but he prefers to be successful. The author and sponsor of that bill (HB218) didn't do that. Members will 'committee shop' for a chairman that will be supportive, and one that will introduce his bill.

Daily data sheets are distributed to the legislature – must be vigilant.

Linda M-K – The ISHS Director has been trying to propose legislation to establish committed funding for the Society. To be used for regranting to the local historical societies, etc.

Idaho - Legislature meets Jan-March each year, sometimes into April. (1.5 million)

Montana – bi-annually for up to 90 days, with special sessions. (900,000)

Wyoming – 40 days every other years, 20 days in opposite years. Even years for budget, regular business. (650,000 pop?)

Jodi - Advocacy Committee of NW Archivists. In the past year they responded several pieces of legislation.

Montana – Titles of new bills that haven't be introduced are posted. After draft. (150 members)

Had a revenue stream – to charge each agency a fee based on FTE in the agency – Senate committee, then to House, then died in the appropriations committee. A few members didn't like the wording, phrasing, they were fine with the idea of more money – so they were appropriated the money amount. The fee concept was not objected to – 9.00/FTE/year - \$10,000 max from Transportation or Corrections for example. 3.5 people in their Archives, will add 2 FTE.

Secretary of State has the Records Center – wording of the bill failed due to confusion about the difference to

A bill has been passed, 10 years old or older that are confidential or restricted must be offered to the public before destruction. In the end, this hasn't changed the way they do business – they created a listserv to announce their destruction interval. Started by the genealogy community.

Wyoming – Drafts are available online, even before the bill is introduced into committee. 90 members. Their enabling legislation has been revised to delete microfilm as the preserving media to read “use of current technology” – no fiscal impact statement attached. Killed in the Senate. Their ARMA chapters wrote their local legislators against the bill.

Another bill to create Cultural Trust Fund was passed about 10 years without appropriate – established a board to solicit funds – who controls that fund? Its under the control of the Parks and Cultural Resources Agency.

They have about 20 staff in their Archives.

Bill Grunkmeyer movies – nature films – \$250,000 fund was being set up so that the State Archives can take on his collection (he is deceased). Tony was not aware that this was coming along until it was apparently arranged, very poor communications.

Idaho – we lost 22% of funding and personnel 2 years ago and have not gotten back. 35 in Senate, 70 in House)

Genealogists in Idaho tried for a similar bill that would have had a citizen following the archivist on their pickup trips and getting to take possession of records the state didn't take. This failed.

Association of Clerks and Recorders passed a bill that relates to the records of their operations that SHRAB missed a chance to comment on.

FTEs in Archives in each state –

Idaho – 2 FTEs people in the Archives. 50,000 cu ft

9 for state library and manuscripts collections

Montana – 3.5 FTEs in the Archives (manuscripts and state records) 25-30,000 cu ft records + 5,000 cu ft manuscripts

Wyoming – Archives and Records Management 17 FTEs

35,000 cu + 35,000 cu ft – manuscripts and government records both

American Heritage Center at University of WY

Control of Records around the State

Idaho - Mary Reed, SHRAB member and director of the Latah County Historical Society - reported more state records on e-Bay today. Recently an ISHS Board of Trustees member bought back some from an earlier posting.

Steve Walker – we would like to see legislation defining that records created by the government are the property of the state. Idaho had a replevin law and then did away with it. Steve has been looking at the Utah GRAMA law.

Blaine asked about the new facility and spoke about the capacity of the State Archives.

Linda M-K – The name of the new building is the Idaho History Center.

The counties are running out of room so they are transferring to State Archives.

Wyoming – They have a replevin law. They don't have any formal process of tracking online sales of records. They have had an incident of the sale of apparent set of public records.

Montana – Kim Scott says he has bought some records off of e-Bay – but they weren't government records. MSU / Archives has a dedicated funding line to purchase items off of the web. Kim monitors for Yellowstone Park materials. No replevin law. But they haven't noticed a problem with state records. Kim – he wouldn't ascribe malice to the sale of most records online. He believes that some of the thefts of artifact and manuscript materials are being perpetrated by unstable people who just want to hold onto them.

Their counties try to hold their own records, but can transfer to the State Archives.

Kim Scott – In Glacier County decided a while back to get rid of their old Sheriff's records – they split the distribution between the County Historical Society and the State Archives.

Molly – some counties have designated local historical societies to manage their permanent records, some have picked universities to hold them.

Discussion –

Tony – asked if their State Archives solicit the collections of private individuals? No, but the universities do. Kim – they work with the Montana Press Association to publish articles quarterly that mention some occurrence and then what peoples' options are.

Jodi – their universities have all gotten new facilities in the last few years.

They have 14 colleges, 6 - 4 year. 7 tribal colleges (2 & 4 years)[BIA funds]. MSU system (land grant) – Billings, Great Falls, Havre, Bozeman; UM system – Missoula, Butte, (w/tech campuses) Dillon, Great Falls has a technology school.

What about Wyoming?

1 university, 1 main campus. In the past they had an archivist that would collect anything – heavy on entertainment history. Dr. Gene Gresseley.

Boise State has a number of letters of solicitation by Gene.

Lunch – 12:00 to 1:00 pm

Archives Week

Wyoming – this year in October – deadline for poster is August – circulated to state agencies, school districts, 11x17 size. Not to historical society but to past workshop participants
State Archives holds conservative/preservation workshop
State Museum hosts them

Montana – has never held an official archives week – annual Montana History month is October, they hold a conference - so they hold ½ day workshops at that time – they send their poster to the folks on their newsletter list.

NW Archivists website and newsletter posts information on their website – will post info from the region.

Idaho – got the governor's proclamation scanned and posted on the ISHS site.

Imaging, conversion or digitization projects

Teaching History

Montana - 4th grade and high school freshman

Wyoming – 4th grade and doesn't know

Idaho – 4th grade and not again

Denton – should be paying attention to curriculum development related to history – this is due to the fact that the history curricula are shifting to an emphasis on world history.

Montana Heritage Project - privately funded – administered by the state historical society.

Specifically for rural teachers in Montana high schools – Local history curriculum but interdisciplinary – visiting local historic sites – semester and half-year projects. Oral history projects interviewing veterans, etc. that are then presented to their communities.

Idaho – LSTA project – for history teachers working through rural libraries and local historical societies.

Blaine – expressed concern

Montana – Jodi (using IMLS project planning tool)

Northwest Digital Archives Project – Oregon State as the grant manager

Legacy finding aids

Funding from

- National Endowment for the Humanities
- NHPRC

EAD was selected as the metadata standard for the finding aids

2300 finding aids – examples: Washington state archives – have been posted

It has already resulted in feedback on how this service has improved researching processes.

Has improved communications between the archives

Phase II from NEA – will add institutions, including ISHS

Will offer more training/workshops – fee?

Ads sustainability planning into the project – consulting assistance

NHPRC – phase II metadata project – Whitworth College to manage that grant

All that exists right now are the indexes

Phase III – will deal with digital image attachment to the database

Open to all types of images, photos, scanned documents, etc.

May not emphasize digital preservation.

ContentDM is prevalent at most participants.

Broad audience, including higher education

Not ready to start re-granting.

Need about \$20,000 in planning/needs assessment grant. Contact the states, the constituents, assist the groups to stay in touch, and travel.

Kim – for the institutions that are participating – are they housing their own finding aids?

Jodi - Some are keeping their own, linking in, the remainder are depending on the consortium maintenance of the resource.

Blaine – How are you bridging the Great Basin (Utah/Nevada/Az) and Columbia Basin (Washington, Oregon, North Idaho)?

Jodi – they are intending to tie into

Kim – confusing item level description with group level description – where this is confusing is when you encounter other projects are not set up to be accessed at the item level from outside that project.

Mid-level access -

National Union Catalog of Manuscript Collections (NUCMC) harvests the manuscript format from OCLC and Research Library Network (RLN)

Participants don't have to be cataloguer – can still participate. Has authority controls that make it easier to follow the 'rules' to create records/indexes.

EAD = group level descriptions

Can go down to the item level
Western States Digital = item level descriptions

Jodi – question to the SHRABs

Would the SHRABs be interested in including some portion of this planning effort into their work? Yes.

Idaho - Steve Walker – microfilm room in the new building edition

Looking for information on hybrid systems – microfilm (output) imaging and digital format management.
Sample literature attached. Disadvantages and advantages of hybrid systems.

Robin – what about cad drawings – they need to be in color, example state building plans.

Blaine – microfilm readers – the primary supplier went out of business

Linda M-K – Indus is the one that Idaho State Library has recently purchased.

Steve W. – it would be helpful to have the State Coordinators to be clearinghouses for information on what equipment they have on hand.