

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.

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MEETING MINUTES

January 26, 2006

9:00 am - 5:00 pm

Idaho History Center Multi-Use Room at the Idaho History Center
2205 Old Penitentiary Road, Boise, ID

9:00 - 9:15

Welcome to SHRAB members and introduction of new members

Attendees: Not in attendance: guest (attended - morning)

Steve Walker Byron Johnson Linda Morton-Kiethley

Jeff Bryant Steve Smylie

Carter Wilson

Bonnie Fuller

Denton Darrington

Blaine Bake

Duane Bogstie

Darrell Roskelley

Mary Reed

Robin Wilson

Alan Virta

Roseanne Abrahamson (1st meeting)

9:15 - 9:45

Report on NHPRC Grant #2005-089- Steve Walker

The SHRAB received a \$10, 000 grant to cover some basics, including funding for three in-person SHRAB meetings between now and the end of the grant, July 2006.

Steve Walker presented the Interim Narrative Report (1/20/2006)

Deliverables:

10 (1/2 time) Workshops based on the COSA model* – none to date

3 scheduled

Cottonwood (Southern part of Judicial district) 2/7/06

Moscow, Appaloosa Center 2/9/06

State History Center (Boise) 3/?/06

Working with Idaho Association of Museums to reach the historical societies and repositories outside of govt.

**Basic introduction to Archives – provides a CD with the content*

SW – will provide a copy of the CD to each member present

RA – How many tribes have been contacted?

SW –None so far

RA - Sacajawea Interpretative Center would be a good place

Mary Reed is representing the Idaho Association of Museums and is working with two museums in her region.

RA – Asked for a mini-workshop demonstrating the materials – Steve expressed willingness.

SteveW is planning to put promotional materials on the website advertising the COSA-based workshops

The Board will need to make another NHPRC Grant proposal by the end of May 2006.

RW – Do we still need to meet the May 06 deadline – yes.

SW – Presented the NHPRC grant budget

Transportation costs have gone up substantially

RW – Can we put in for a grant modification? No, this is the maximum amount for Board grants

BB – Asked for a revision to the agenda

Moving #5 up in order for Denton to have time to speak

5. Legislative Activities Report – Denton Darrington

Denton met with Dan Chadwick, Executive Director for the Idaho Assoc of Counties, Steve Walker, State Archivist, and Linda Morton Keithley, ISHS on January 19, 2006 and discussed the possibility of forming a coalition to examine Idaho code for records-related impacts.

“We are willing and amenable to participate in the formation of a coalition to examine Idaho code for inconsistencies in records related language.”

LMK – Dan C. was incredibly supportive, offering support of his office to assist. Dan is a major player.

SW – The group of them agreed tentatively ask for representatives from the following organizations: IAM, Association of Idaho Cities, and the Idaho Association of Counties (sheriffs +county clerks).

SW also recommended representation from the offices of the Attorney General, Department of Administration, State Library, Bureau of Vital Statistics, University of Idaho Law School, State Bar Association, Secretary of State, SHRAB, ISHS Board of Trustees - with ISHS as lead agency.

Two year plan to accommodate the election year and turnover

Identify and establish the participants

Publish a plan this spring 06

DD – from Steve Guerber – introducing a bill to State Affairs committee related to review of historic building renovation/remodel/restoration supervision by ISHS.

Denton continued, reported on the vacating of the capitol by September 2006 for renovations. The chair of the permanent building fund says they will take 20 million dollars out of the cigarette tax fund for the work. He thinks we should remodel the old courthouse, add on an addition, during the 1st year, then move capitol offices into the Courthouse. Once done with this, then start the Capitol renovation. This process has been slowed by the period needed to determine whether it was feasible to add wings to the capitol above ground – this idea has now been defeated. There has been some consideration for the option to make underground wings.

SW – DD – concerns about the materials (records) currently housed in the Capitol.

BB – what are we going to do with historically significant records out of the Capitol, to avoid finding them in dumpsters outside of it during the vacating of the space.

DB said he could see Legislative Services sending their records to Dept. of Administration (DoAd) Record Center(s) when they move out of the Capitol – because the DoAd will lease more space, as needed.

He recommends that their records be reviewed prior to return to the Legislative Services to determine if they are actually active or archival (the Records Center already has ~ 15,000 of permanent records from LS)

DD – Legislators have not got a very high concern about their records. He’s talked to his co-legislators.

DB – records almost always on the back burner.

RW – What about contacting the secretaries all around the legislature?

DD – Laird Noh (‘ney’) has retired – talked to him about considering transferring his records to Archives – he has done more work on water management in Idaho than anybody. Alan Virta has talked to him about their preservation.

RW - Suggested that they be contacted with information.

Motion to prepare a proposal to the ISHS encouraging them to distribute information

Discussion ensued, including input by LMK to the effect that ISHS will do this as a matter of course.

DB – He feels that it will be the boxed records that will be the most likely to be moved to DoAd – Inactive records.

RA – Why is it political, a negative, for SHRAB to make a proposal informing the ISHS or the legislature about something that the Board thinks is important?

Bonnie - Governor’s commission on the consolidation of government (Blue Ribbon Panel) – Archives found records of prior panel after this. They would have liked to have known more about records.

Discussion continued, dealing with the idea that SHRAB could publish a brochure directed to legislators, encouraged by Denton. Denton expressed the idea that legislators would appreciate information on how to establish value of their records.

Sentiments expressed included concerns about duplicating the ISHS effort, the need to cooperate with ISHS, the notion that a legislative-targeted brochure would be too specific – the idea of a ‘Historical Records - 911’ brochures tailored for state government listed who to contact, was offered by Darrell.

Characteristics – on page, who to call, pointing out that what they work on today is tomorrow’s historical activity – that development documents (ex: leading up to a bill) are important, too. Include a reference to the Public Records law in the brochure, “the People’s Records.”

SW - Idaho PUBLIC archives and history center – name change was made to emphasize this.

Discussion ranged to the disposition of governor’s records. Blaine B, Alan Virta and Denton D. mentioned that the past two Governors’ records have been transferred to universities – University of Idaho is apparently been asked to receive Governor Kempthorne’s records. The

difficulty of getting to Moscow was mentioned. Fragmentation will be accelerated by a move of Kempthorne's records to Moscow, since other governor's records are at Boise State. AV - Boise State was in conversation with Governor Andrus – Andrus insisted that they be housed with Frank Church's records. Loan agreements were signed to 'legalize' the process. 900 boxes were transferred.

Previous motion was withdrawn.

RW – Motion to develop a brochure that is informative about preserving records – ALERT the public on the availability of resources.

CW – seconded, amended to establish that SHRAB #s will be used Carried.

Denton leaves the meeting.

SW – reconvenes –

Recapping the governor's records – not so concerned about the records going to U of I, but more concerned that they ALL be sent and that they not be restricted, unless the based on established restrictions in Idaho Code.

There was discussion and consideration given to writing a letter to the Governor expressing the desire that he not restrict his records upon transfer to U o I.

BB – Motion – that we communicate with the ISHS \Board of Trustees –that gubernatorial records are official records – focus is on ensuring their availability to the citizens of the state of Idaho within the limits of the public records law and its restrictions. Motion passed.

3. SHRAB Appointments

Current membership stands in the absence of any new appointments by the Governor.

LMK – Steve Guerber has offered to forward requests for appointments to the Governor on behalf of the SHRAB.

DR - Christine Glascock – County clerk to recommend to the Governor – declined due to being too busy.

SW- Sharon Whitner – County clerk of Washington county – was also suggested. Has not been contacted, he will be doing so.

RA – How many people are you looking for?

SW – Reviewed the nomination/appointment process – Some members were reaffirmed, some were not. We don't have a clear understanding of why. Roughly a 1/3 are coming up to the end of their terms. The bylaws say that members will continue until the governor appoints someone else.

Consensus is that we should establish a county clerk as a member of this Board.

DR – Suggests that SHRAB put the '911' brochure into the IAC s in time for turnover of clerks after the elections. Clerks meet during the summer – he'll check on getting on the agenda

4. Committee reports –

Grants –

May 2006 NHPRC –

Robin Jeff Carter Bonnie

RW – Does SHRAB want to manage regrant (pass through) funds?

Fiscal administration is through the ISHS

Coordination of the grant has fallen to the State Coordinator, Steve Walker

Matched funds are the big issue.

A discussion followed with comments offered by Roseanne drawing on her experiences working with the Lewis Clark Bicentennial Committee. The conclusion was that a substantial commitment of time to assist and oversee projects would be needed to manage a regrant program.

RW – we can set the limit of the number of projects we will put in to fund.

CW – we can limit the type of grants, the NHPRC requirements are very specific – what type of projects we would approve for pass-through grants could be defined in our proposal. It would be easier to encourage counties to preserve records if we could offer them some funding, for example.

Questions - Discussion was had of whether to apply for and administer a regrant to the state versus to sharing the information to repositories on what's available and how to apply.

Lunch Break 12-2

Return to Grants

Mary R - NHPRC – We need to know more about how easy it would be for local entities to get their grants [if SHRAB handled regrant funds]

RA – need to look at all of the steps that need to be taken

Jeff – read the mission specifics for the SHRAB as it relates to grants

DB - There isn't currently no extra money for training, brochures, outreach

Pass-through grant for Idaho needs more research

BB brought the discussion to an end with a request for SW to guide a serious

- Motion and approved to apply NHPRC State Board administrative support grant for FY2007
- Q- are the members interested in putting in for any additional NHPRC funds (other than the admin grant)?
 - AV – define the project first, then decide about putting in for a grant
 - RA – need to have a project in mind
 - Jeff – identify organizations that could benefit by grant funds, help them prepare grant paperwork (Collaboration and Planning grants)
 - BF – administrative grants are okay, project grants from NHPRC – planning

- MR – what is our project? What is needed? How much time do we have to put into a grant, use the Strategic Plan (5 years old) as a basis “define the challenges and opportunities”
- CW – how much more money is needed for training? (Discussion followed)
 - We should put in for a “service grant” (Collaboration and Planning grant), not necessarily tie it into the Idaho Code Records Coalition effort
- SW – first grant he worked under (Needs Assessments) – 64,000 (project proposal was for 2 years, took 4)
 - Inventoried 10 ctys, surveyed local governments, statistics were gathered and was used in the “black brochure”
 - Haven’t made any headway beyond meeting and his outreach and training
 - Hard to say how much more we need to increase training – transportation costs are up so much
- DR – Grant funds above the Board administrative grant seem like they’re a long ways off – why not found “friends of History” group.
- SW – we would need non-profit status to do this, there is already the Idaho History Foundation
- RW – I would like to see the SHRAB shoot for the April deadline
- DB – Ask for training and education funding to supplement the Admin grant. Table the pass through grant idea until later.

Steve Smylie arrived 3 pm

CW – Can we use the Administrative grant funds to hire a grant writer? Knows someone who can help with grant writing, who works at BSU.

CW -Motion: we apply for an NHPRC state board and planning projects grant to cover statewide training

BB – seconded

Passed

By February 10th Grants committee to email

- NHPRC restrictions on number of grants
- 1-3 years project awards
- statewide training focus (train the train)
- committee to send info to Robin to recsmgmt@isu.edu

LMK – 3:10 returned /out at 3:20

Next Meeting for SHRAB

Motion to meet next time June 9th in Moscow

Seconded and Passed.

6. SHRAB Recognition award – Duane B. explained that SHRAB did this once about three years ago.

DR – motion to establish an award to recognize achieve in improvement in access and preservation of public records

SS – seconded

Passed.

SW established the Awards Committee – Darrell, Duane, Mary (Chair) agreed to be this committee

The Grants Committee and the Awards Committee are to discuss whether we want this funding to be included in the grant proposal. Teleconference options – Alan, Robin to research

Other Business

RW – presented a synopsis of the AG's Public Records meeting

BB – were there any questions about the inconsistencies in Idaho Code as relates to public records access? No.

SW – responding to a question from BB – What about the restrictions being placed on public records in other states – there are states that are loosening the time frame for restricting access (shortening) – some are tightening.

CW – Hopes that the Coalition on Legislative Review of Public Records will address these problems: identity theft and its relationship to access restrictions. Military records in counties are an example.

SW – Encouraged SHRAB members to attend the ISHS Board of Trustees meeting (tomorrow).

Consensus – SHRAB should try to reinforce the idea of a move towards a coalition of state bodies dealing with public records to address various inconsistencies in the law (Idaho Code).

Grand opening tonight –

Blaine, Carter will attend Board of Trustees tomorrow

At the statehouse – Steve Gerber, ISHS Director, will give his testimony before JFAC early Friday, January 27, 2006. Caucus will begin in legislature at 8 am, then JFAC will sit for testimony.

SS – Stated that he still hasn't seen a bill that clarifies the contradictions between the various arms of the state government.

Jeff – Asked for an update on the idea of using a vendor to improve access to public records, such as MyFamily.com/ancestry.com. What came of this recommendation?

SW – Says he presented this idea to the management of the ISHS, however they tabled it without discussion.

Discussion extended to details about how MyFamily.com performs their service, their apparent approach, aspects of IC 9-338 (fees for copies).

SW pointed out that we each have an opportunity to recommend this or a similar concept to the members of the Board of Trustees or the staff of the Historical Society.

Move to adjourn at 4:22