

Idaho State Historical Records Advisory Board (SHRAB)

Stephen A. Walker, Coordinator ★ Carter L. Wilson III, Deputy Coordinator
2205 East Old Penitentiary Road ★ Boise, ID 83712-8250
(208) 334-2620 or 514-2323

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

June 10, 2008 Notes

9:00am – 4 pm

Holiday Inn Boise Airport

An informal collaboration with the Nevada SHRAB took place to discuss common ground and ways the two groups can work together to assist each other. No formal business was discussed or conducted.

Welcome and introduction of Idaho and Nevada SHRAB members and guests.

Attending Idaho SHRAB Members:

Steve Walker
Jeffrey Bryant
Blaine Bake
Carter Wilson
Duane Bogstie
Susan Weathers
Bonnie Fuller
Tom Terrall
Sen. Denton Darrington

Attending Nevada SHRAB Members:

Shayne Del Coher
Guy Rocha
Peter Michel
Dave Millman
Sabrina Mercadente
Jacque Sundstrand
Jim Smith
Jeff Kintop
Daphne Deleone

Not Attending:

Amy Harvey – Nevada SHRAB
Bill Watson – Nevada SHRAB
Clete Edmunson – Idaho SHRAB
Lucy Loewen – Idaho SHRAB
Darrell Roskelley – Idaho SHRAB
Alan Virta – Idaho SHRAB
Sharon Widner – Idaho SHRAB

Carter Wilson was announced as the deputy coordinator of the Idaho SHRAB. A short video, "Our Stories, Experiences of African Americans in Northern Nevada," was shown, having been produced in cooperation with the Nevada SHRAB by local students from Spanish Springs, Nevada, and funded by the History Channel.

The PAHR initiative efforts in Idaho and Nevada were explained. The Idaho SHRAB will encourage the ISHS Board of Trustees support the initiative.

A lengthy discussion concerning the framework of the Nevada SHRAB took place. They became a Division of the Department of Cultural Affairs in 1993, but became a statutory board in 1989, the first in the country. The board is comprised of nine members. Members who are not public employees receive \$80.00 a day for meetings and other business funded through an appropriation of the Nevada Legislature. As a statutory board, they are able to receive, administer, and spend funds directly on their own.

Champions are important in order to advance records related issues within the state. Make personal contacts and carry the message. Appeal to their self-interests. Win new friends. Make personal connections with legislators, especially with committee chairs, who wield the real power in the Idaho Legislature. It is a constant education process. Lobbying of legislators is not allowed in Nevada by public employees. The Nevada SHRAB has to compete for funding with museums and other priorities within the Department of Cultural Affairs, which is under the office of the Secretary of State. The Nevada SHRAB members believe the Secretary of State is the best home for the archives – at least under their structure. It appears most state archives are directly or indirectly under their Secretary of State.

Funding for the Idaho SHRAB is solely dependent upon the NHPRC SNAP grant (formerly SHRAB Administrative grants) and receives no funding from the Legislature. For non-statutory boards, financial administration of SHRAB monies has traditionally been conducted by the agency in which the State Archivist is employed, as he is a mandatory member of the board under federal statute. The Idaho State Historical Society administers the SNAP grant for the Idaho SHRAB. The 2008-2009 grant proposal was reduced by the ISHS for a number of reasons, many of which could probably have been avoided with better communications. The new fiscal office of the ISHS as well as new personnel and a death in the grant writer's family compounded the situation, and it is hoped that there will be no recurrence in the future.

Nevada has public records legislation with repleven provisions, something that Idaho lacks. Idaho has good statutes regarding public records originating at the state level, but lacks specific language regarding county, city or other local records. Destruction of a public document in Idaho has no penalty within its statutes. An early Nevada re-grant project provided for reorganizing of records by local clerks. It has been a very successful program; other clerks now know of it, and look to the Nevada SHRAB as a leader for re-grant funding.

The Idaho SHRAB and the Public Archives and Research Library have made a lot of progress over the years, but still run into roadblocks and challenges.

Lunch Break

Nevada hired an administrator for re-grant projects as a part of the grant. The initial project focus was to inventory historical records, apply record retention schedules, organize and handle the records accordingly. Most cities hired consultants. A second round of re-grants was done 10 years later. It was more open-ended, and not as much money was available. Jeff Kintop administered the grants during the second round. Board members followed up on individual projects on a regular basis. Consultants were hired to provide training. Projects funded under the re-grant program were documented in a documentary video. This has been a valuable additional benefit from the effort and many felt the resulting video was worth more than the original re-grants. Forms and instructions used for the re-grant effort can be provided to the Idaho SHRAB. After proposals were submitted, individuals were required make a personal presentation before the SHRAB. They wanted people who were passionate about their projects and this helped weed out some proposals. Open deliberations were held to decide on the projects. They emphasize establishing records management programs.

Public records laws were harder to establish. Nevada does not retain records of local governments. They even returned many records back to the counties. The Nevada SHRAB helped counties design their storage facilities. They stressed that local control is important to the residents of Nevada. The Nevada SHRAB members try to meet with associations, county commissioners, etc. They provide training, etc. Risk management and infrastructure are important selling points to good records management. Records destruction decisions are at the board level, they are legally responsible. It is a Class C felony to destroy public records. Proper records management helps reduce insurance costs by keeping records. Records are an asset. The lack of records can cost you money. Set minimum standards, and show the organizations why they should be followed. In one case, old state bonds were sold, and someone later tried to redeem them. Issued in 1862 at 24 percent compounded interest, state attorneys considered their liability in the trillions of dollars. Luckily, redemption records were located just hours before the case was to go to trial.

Idaho cities are required to have record retention schedules. Nevada has far fewer counties and cities with which to deal. Records Administration reviews records prior to destruction. There are legal consequences of having the state records being concentrated in the State Archives.

Supplemental monies for digitalizing projects in Nevada and Washington are funded by a \$2 fee for every public filing. New Jersey has a 4% fee for SHRAB re-grants. Washington legislature had cultural caucuses weekly during the session. Possible consideration might be given to this idea at some point.

Access to records indexes was discussed. Personal papers need to be preserved too.

A Disaster Preparedness and Business Continuity presentation was presented by Steve Walker. The meeting broke up until the formal SHRAB meetings of June 11. Several of those in attendance attended the Joint AIIM/ARMA meeting in the evening.

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Public Meeting Minutes

June 11, 2008

9:00am – 3 pm

Idaho History Center Multi-Use Room

Welcome to Idaho SHRAB and Nevada SHRAB members and guests.

Attending Idaho SHRAB Members:

Steve Walker
Jeffrey Bryant
Blaine Bake
Carter Wilson
Duane Bogstie
Susan Weathers
Bonnie Fuller
Tom Terrall
Sen. Denton Darrington
Alan Virta

Attending Nevada SHRAB Members:

Shayne Del Coher
Guy Rocha
Peter Michel
Dave Millman
Sabrina Mercadente
Jacque Sundstrand
Jim Smith
Jeff Kintop
Daphne Deleone

Not Attending:

Amy Harvey – Nevada SHRAB
Bill Watson – Nevada SHRAB
Clete Edmunson – Idaho SHRAB
Lucy Loewen – Idaho SHRAB
Darrell Roskelley – Idaho SHRAB
Sharon Widner – Idaho SHRAB

Guests:

Janet Gallimore, ISHS Executive Director
Keith Petersen, Idaho State Historian and ISHS Associate Director

Janet Gallimore, Executive Director of the ISHS welcomed the Nevada and Idaho SHRAB members and gave a short introduction before returning to work. Since several new members and guests were attending, introductions were made by those present. The Nevada SHRAB then relocated to the Second Floor Board Room, and State Archivist, Steve Walker took them for a tour of the facility and was absent and excused until 1:35 P.M for committee reports.

Handouts provided included the Idaho SHRAB by-laws, April 3, 2008 minutes, SHRAB membership list, a parliamentary procedure chart, and several items of correspondence.

9:15 A.M. – The meeting was called to order by Deputy Coordinator, Carter Wilson. State Historian/Associate Director of the ISHS, Keith Petersen, was introduced as the liaison between the ISHS Board of Trustees and SHRAB and was given the opportunity to address the Board.

M/S/A: Bonnie Fuller moved to accept the minutes of the April 3, 2008 SHRAB Meeting as printed; second by Blaine Bake, and approved.

Approval of financial matters by the Board was added to the agenda. Susan Weathers introduced herself as the newest member of the SHRAB. She was recently appointed by the Governor, and is the City Clerk for Coeur d'Alene.

SHRAB Resolutions 1 and 2 from the April 3, 2008 meeting (as attached to the minutes of that meeting) have been submitted to the ISHS Board of Trustees for their consideration June 23-24, 2008 in Sandpoint. Carter Wilson noted that he would not be able to attend due to a previous commitment, and asked members to consider an alternate in his place.

It was noted for the record that Carter Wilson has been appointed as Deputy Coordinator of the Idaho SHRAB. In the past, the Board has placed a number of responsibilities on various public employees, which has created the appearance of a conflict of interest between the Board and their various agencies and created friction with agency heads. As the Board felt this was an unfair burden to place upon these individuals, the Deputy Coordinator will assume the duties of the Coordinator and will be responsible for dealing with the legislature, administration, the ISHS Board of Trustees and other matters.

The Idaho SHRAB by-laws were reviewed briefly. The Idaho SHRAB is not codified in state law, and its authority and mission is derived from the NHPRC's Federal statutory authority (44 U.S.C. Chapter 25 and 44 U.S.C. 2104) as well as 36 C.F.R. Part 1206. Members are appointed by the Governor and while grant funding is channeled through the Idaho State Historical Society, SHRAB is an independent body and not a department or division of the ISHS. However, it was mentioned numerous times that SHRAB wants to work cooperatively with the ISHS, as well as other groups with which we have worked so hard to establish relationships.

The 2008-2009 SHRAB SNAP grant appears to be under the financial control of the Idaho State Historical Society rather than the SHRAB. Previous grants were under the authority of and control of the SHRAB Coordinator, and several members voiced concerns. Keith Petersen indicated the major difficulty was due to a breakdown in communication. The SHRAB is an advisory committee to the Board, one of several with which the ISHS deals. Grant funding must be approved by the Board of Trustees, so they need to have some control of the scope in order to perform due diligence. They support the SHRAB and want things to work well between the groups. Communication is important.

Carter Wilson explained that the SHRAB SNAP grant is issued to the SHRAB, and while the Idaho State Historical Society may administer the funds for the sake of convenience, he is not aware of any requirement that the grant proposal requires approval of the ISHS Board of Trustees. Statutory authority and administrative responsibility for that grant rests with the SHRAB. The Idaho SHRAB does not advise the ISHS alone, as our mission exceeds any single agency. This perception is one of the major concerns of the SHRAB. Mr. Wilson stated that the sole concern of the ISHS should be what assets they are willing to provide the SHRAB in direct or indirect match to the SNAP grant. However, the Board has no major objections to the fiscal review of our SNAP grant proposals to insure compliance with NHPRC and OPM rules and regulations. Nonetheless, the Board believes that while the ISHS may propose changes to the grant, NHPRC rules provide ultimate approval authority to the SHRAB. It was also noted that any NHPRC grant proposals from the ISHS must be reviewed and approved by the SHRAB before submission, so there appears to be some inconsistencies. The Board agrees in principle with Mr. Petersen that the two bodies should coordinate grant applications and opportunities, so we do not duplicate work or overlap objectives. Mr. Wilson also noted that the Board has worked hard to maintain a cooperative relationship with the ISHS and that SHRAB would like to continue doing so, while recognizing that ISHS's responsibilities cover much more than just public records. The Board noted through its discussion that the goals of the two organizations should ultimately be the same, but at times appeared divergent.

The 2008-2009 SHRAB SNAP grant was drafted by Carter Wilson and his firm, Family Research Group, under the authority of the SHRAB providing that he and Mr. Steve Walker would determine the parameters of the grant, continuing work on the goals of our strategic plan. SHRAB was not aware of new fiscal office requirements for submission 30 days before the grant deadline, as no such provisions had ever been imposed on our grants. Due to a number of unrelated issues, the grant proposal was not completed until shortly before the deadline and was submitted to the SHRAB Board for approval by mail and email, with no member voicing opposition. The proposal was then submitted to the ISHS a week before the deadline. The assets SHRAB relied upon for matching hours was based upon "what had always been done in the past," utilizing 50 percent of Mr. Walker's hours. At the time, we were not aware other grant proposals were also using those same hours for matching funds. Upon review, the ISHS fiscal office cut the matching hours to approximately 25 percent. In order to balance the budget, funding for some projects was unilaterally reduced and all monies for the review and creation of the new strategic plan eliminated. The grant was submitted to NHPRC by the ISHS without further review, and the first that any SHRAB member saw the final submission was June 9, 2008.

It was the consensus of those involved that a series of events occurred, due primarily to poor communications and exasperated by new review requirements that had not been relayed to the SHRAB, fiscal office employees being unaware of the status of the SHRAB as an independent body, and the short time remaining until deadline. The Board felt contact should have been made with the grant writer if changes were necessary, since it may have been possible changes could have been incorporated elsewhere, without affecting the bottom line of the grant. In addition, the question of the legality of the changes being made without SHRAB knowledge or approval was raised. All agreed that prior communication with the ISHS and the fiscal office is necessary for future success.

Blaine Bake noted that when the ISHS revised the grant and submitted it without approval of the SHRAB, the application was technically no longer valid or in compliance with Federal grant requirements. Discussions followed on ramifications and various options and it was decided to postpone further discussion until the Board reviewed the SNAP grant performance objectives.

All agreed that future SHRAB grant proposals will not be made without first consulting with the ISHS to determine what assets they are willing to fund. Messrs. Wilson and Petersen agreed that there would be earlier and more open lines of communications before the submission of the next grant application.

NHPRC SNAP Grant Performance Objectives were reviewed and discussed. We have not yet received the formal letter of proposal, but an advanced e-mail include (for a period of 18 months beginning July 1, 2008 and ending December 31, 2009):

- Five SHRAB Board meetings for which expense funding is provided in the grant.
- SHRAB is to review and revise the strategic plan. This is a major undertaking and originally included substantial funding. However, all funding for the project was eliminated from the budget, but the performance objective was retained. Printing was a major portion of the funding and the Board will look at alternative methods of publication within the limited operating budget.
- Seek private funds to supplement the grant. This is a private contribution for layout of the strategic plan, but it does not include typing of the plan itself, which is unfunded.
- Conduct “as many as 36 workshops.” It was determined that if necessary, SHRAB members can conduct some training. Working relationships with organizations around the state have improved over the past few years due almost exclusively to Steve Walker’s presence in the field. Funding is provided for the travel expenses, but it is unclear at this point, if there are sufficient in-kind hours allocated to conduct all 36 sessions.
- Create a new workshop curriculum development. Funding is provided for new materials, but no funding now exists for creating the new curriculum.
- Continue the existing E-learning program. No additional funding is deemed necessary.
- Documentary Heritage Month has always been a joint venture of the ISHS, and is generally funded with ISHS funds with support provided by SHRAB.
- Five to twenty re-grants to local records custodians requiring a match. Records don’t have to be sent to the Archives. A total of \$20,000 was funded for re-grants.
- Obtain at least one source of private funding.

Further discussion was postponed until copies of the SNAP grant proposal could be reproduced for all members. Mr. Petersen was kind enough to have copies made for all members.

10:00 – 10:25 A.M. Break

Discussion took place concerning the Public Archives computer database being accessible only within the facility itself. Last meeting it was recommended this information be made available on-line, along with other indexes. There appears to be limited IT support available for the Historical Society, which may compound the situation. The Penitentiary Inmate Index is now on-line. A SHRAB resolution is scheduled for consideration by the Board of Trustees later this month.

M/S/A: It was moved by Blaine Bake that the Idaho SHRAB encourage the Idaho State Historical Society and other archival institutions to observe and celebrate Documentary Heritage Month in October. Duane seconded the motion. There was no further discussion and the motion was adopted without opposition.

A committee was established consisting of Tom Terrall and Carter Wilson, with Steve Walker in an advisory role, to establish guidelines and provisions for administration of the re-grant program. The Nevada SHRAB has offered to share what documents and procedures they have used in the past. Further

details are to be developed and sent to the Board for approval. Efforts should be coordinated with the Historical Society, which has some grant monies under state appropriation, which Keith Petersen indicated might be used to assist in providing matching funds.

SHRAB members discussed the various objectives of the SNAP grant and agreed that they could be met and supported without modification. However, it may require new ideas, methods and creative thinking to accomplish the goals within the budget. Keith Petersen indicated he would look at a few details in the grant but, since it previously cleared the Historical Society administration allocating 593 hours of Steve Walker's time, it will be supported at least at that level.

M/S/A: Jeff Bryant moved to accept the NHPRC SNAP grant proposal and performance objectives. It was seconded by Blaine Bake. Being no further discussion, it was unanimously adopted.

12:00 – 1:25 Lunch Break

Reports of Committees

Esto Perpetua Award nominating forms were provided to board members. It is last year's form and the deadline date for return is July 18.

There is no pending legislation to report. It was suggested that simple, single-issue proposals be considered for primary concerns, followed with consultation with the ISHS Board of Trustees. Carter Wilson and Sen. Darrington agreed to meet in July to discuss the Board's priority concerns and possible legislative proposals.

Report of on-going training programs – Steve Walker reported that over 200 individuals have been trained across the state in numerous cities. The number of training sessions conducted during this grant period was triple the grant proposal and they have become extremely popular, with even members of the general public in attendance. One more training session is scheduled under the current administrative grant expiring at the end of June.

Previously passed SHRAB resolutions have been submitted to the Board of Trustees for consideration at their June 22-23 meeting.

Correspondence

M/S/A: Preserving the American Historical Record Act – The draft resolution from the ISHS was provided and discussed. Blaine Bake moved that the proposal be accepted and endorsed. It was seconded by Tom Terrall and adopted without discussion.

ISHS Records Study Enhancement, FY 2010 – Keith Petersen was asked to brief the board on this topic. The agencies need to get a better handle on records needs and this study should help to accomplish this.

New York State Comprehensive E-Records Study – This is an extensive report from the NY SHRAB concerning enhancing E-Records Access, with comments and concerns from various professionals from varied fields of study as well as the public. Disks were provided to interested members. Even though produced by New York, it was felt many parts of the study may be pertinent to Idaho's electronic records.

An inquiry was made concerning the status of the procurement of a high-speed multi-use scanner by the ISHS under a previously approved grant. Steve Walker indicated technology is moving so rapidly the original equipment is no longer available and the purchase has been placed on hold. The grant deadline has been extended. The emphasis is now on using microfilm as the primary backup source for copies since it is readily converted into digital format.

NHPRC Detailed Processing Grants conference call is on June 17. NHPRC Basic Project Grants conference call is on July 1. This e-mail should be distributed to others by Steve Walker.

M/S/A: Authorization of travel and other expenses – Approximately \$7,000 of \$10,000 has been spent. Alan Virta moved to authorize payment of: (1) Steve Walker's expenses for travel already paid, as well as for the June 19 session in Middleton; (2) expenses for the joint SHRAB meeting, including per diem and travel expenses of Idaho members; (3) Carter Wilson for printing costs; and (4) travel expenses for one SHRAB member to attend the ISHS Board of Trustees meeting in Sandpoint. Motion was seconded by Blaine Bake and adopted without discussion.

M/S/A: Blaine Bake moved to approve the purchase of new training materials as enumerated in the 2008-2009 grant proposal which is not effective until July 1, 2008. Bonnie Fuller seconded the motion and it was adopted.

Other Business

Keith Petersen indicated that funding has been approved for new shelving and mobile shelving for this and next fiscal year. Steve reported that gathering of records from other parts of the state continues to increase. Requests for use of records are increasing, especially off-site requests. This has increased the workload of the staff. Government entities are making many of the requests due to Homeland Security requirements for background checks. Since Hurricane Katrina, there is new emphasis on preservation of records. There is great monetary value associated with the records in the Archives and we need to seek ways to utilize this as an argument in funding requests.

It was very helpful to meet with the Nevada SHRAB. Understanding the legal liabilities associated with records is important. The Nevada SHRAB was impressed by the Archives and surprised by the minimal staffing. Other surrounding states also have good programs.

Washington State Digital Archives/Library of Congress initiative is proceeding. The Idaho State Historical Society has indicated interest in participating and Steve Walker has just received some additional paperwork to submit.

The next meeting is scheduled for September 17, beginning at 9:00 A.M. at the Idaho History Center, to coincide with the Board of Trustees' meeting and the Esto Perpetua awards. Those that wish to stay for the luncheon on September 18 may do so.

Carter Wilson thanked Keith Petersen for attending the meeting and indicated the desire for a long and cooperative association.

M/S/A: The meeting adjourned at 2:20 p.m.