

# Idaho State Historical Records Advisory Board (SHRAB)

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*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  
June 18, 2007  
**9:00 am - 5:00 pm**

Idaho History Center  
Public Archives and Research Library  
Boise, Idaho

**9:00 - 9:15**

**Welcome to SHRAB members and introduction of guests**

Attending Members:

Steve Walker  
Duane Bogstie  
Jeffrey Bryant  
Carter Wilson  
Denton Darrington  
Blaine Bake  
Alan Virta  
Lucy Lowen  
Clete Edmunson  
Tom Terrall

Guests:

Linda Morton-Keithley  
Janet Gallimore

Not in attendance:

Mary Reed  
Darrell Roskelley  
Bonnie Fuller

**9:15 Approve the Minutes of the October 19, 2006 Meeting – Steve Walker**

Steve Walker motion to approve minutes from October 19, 2006

Cater Wilson Seconds

Motion Carries

**9:30 SHRAB appointments by the Governor - Steve Walker.**

Steve Walker introduces 2 new members to the SHRAB board, Tom Terrall and Clete Edmunson

**9:40 Status of the SHRAB grant – Steve Walker**

Steve announces that the current grant will end on June 30<sup>th</sup>, 2007 and that SHRAB had meant all objectives.

With all the dedicated work that went in into securing the next years NHPRC funding, Carter Wilson was able to write (electronic format) and send it in before the deadline. Carter also gave SHRAB the details on how the process worked

Steve Walker presented the new objectives for this year grant funds. The objectives will include the ongoing training/ workshops throughout the State of Idaho.

Steve Walker and Linda Morton-Keithley gave an update on their recent \$75,000 grant they received for ISHS project on inmate records, which will start in July of 2007.

Steve Walker explain to SHRAB about the new technology of scanning images for which ISHS also received funding to purchase new equipment.

Denton Darrington had asked questions about the project on inmate records, Question: What was the number of inmate records that were turned over to ISHS.

Duane Bogstie gave a brief discussion on the numbers of boxes of inmate records that are turned over to ISHS.

Normally IDOC will request 20 to 30 boxes per year to go back to them for inventory before being transferred over to State Archives.

#### **Break – 10:15 – 10:30**

Steve Walker and Duane Bogstie Discuss the New Email Guidelines that are now approved for all state agencies to follow. Discussions followed on if City and Counties will use the State email guidelines.

Steve Walker also talked about the E-Discovery rules that are now making news.

Blaine Blake makes a motion to address the need to have had the Email Guidelines put into place.

Carter seconds

Motion carries

Introduction of ISHS new Director Janet Gallimore. Janet talked about where she came from and how her first day was so far. Today was Janet first day as ISHS Director.

**Lunch - 12:00 p.m. to 1:00 p.m.**

#### **1:00 Reports of Committees \* SHRAB recognition award committee (volunteers?)**

Steve Walker brought up the workshops and training that he will be doing this coming year and noted that he had more interest in Records Management from the local law enforcement then he has before.

Cater Wilson Discuss the brochure that was presented to the Board of Trustees for their thoughts, recommendations.

Steve Walker and Duane Bogstie discuss the training they gave for records transfer before the statehouse moved begun. The issue of ownership of records, once again appeared at the training.

Carter Wilson brought up the issues that records were being sold on E-Bay... a group discussion followed with mention of records being found in dumpsters

Discussion follows on how to strengthen the current laws (Public Record Laws)

Steve Walker brings up that we should maybe follow other states recommendations on Public Record Laws, Utah and Delaware were used as a template for review... further discussion arose on how to go about preparing the new Legislation. Denton Darrington and Clete Edmunson will give their suggestions and their time and ability to create this new legislation before the 2008 legislation session begins.

Steve Walker brought up for discussion with the legislators the possible merge of State Archives and The State Record Center...

Awards Committee - Idaho Records Preservation Award - Duane & Mary

The nomination form were handed out for approval, with no objections ... the form was passed, and will be distributed out through ISHS web site.

Discussion on the Date for the next SHRAB meeting took place. The next meeting will be held at

Idaho History Center

Oct. 4<sup>th</sup> 2007

Meeting Adjourn 2:10p.m.

Note: Do to audio difficulties not all conversations were not understandable.

Minutes taken by Duane Bogstie