

3-16-2006

# Archives Advisory Board Meeting Minutes- March 16, 2006

Archives Advisory Board

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## ARCHIVES ADVISORY BOARD

### Minutes for 3/16/06

The meeting was held at the Maine State Archives Conference Room, with the following Board members present: Susan Bulay (Vice Chair), Lyman Holmes, Twila Lycette, Deborah Smith, Sam Webber, Elaine Stanley. Archives staff members present were Jim Henderson, Sylvia Sherman, Barry Marshall, and Nina Osier.

Starting at 10:15 a.m., Jim Henderson presented an overview of grants requests recently submitted to the Cultural Affairs Council. These grants were made in two areas, archival projects and facilities.

Susan Bulay asked for a motion to accept the minutes of the Board's most recent meeting. Twila Lycette made that motion, which was seconded by Deborah Smith. The minutes were approved as presented.

Sylvia Sherman presented the following record series for the Board's consideration:

#### **Education – Standards Assessment and Regional Services Team** **S-1643, Series 52**

*Series title:* Per Pupil Professional Development Funds Applications and Reports

*Proposed retention:* 9 years, destroy.

#### **Health & Human Services – Community Services Licensing** **S-1644, Series 33**

*Series title:* Certified Residential Medication Aide & Personal Support Specialist Training

*Proposed retention:* 8 years, destroy.

On a motion by Lyman Holmes, which was seconded by Elaine Stanley, these series were approved.

Jim Henderson offered an overview of the process by which the Maine State Archives appraises and schedules Geographic Information System layers, plus a review of layers he has approved for accession since the last Board meeting. Susan Bulay asked how the layers are stored, and Jim explained that after accession they reside on an "Archives server" operated by the Maine GeoLibrary. Twila Lycette asked about the backup routine, and Jim explained that the Office of Information Technology follows regular backup procedure which includes offsite storage. Elaine Stanley asked how researchers would access the GeoArchives – from the GeoLibrary's site, or from that of the Maine State Archives? She also inquired whether or not the information would be listed in URSUS, the State Library catalog. Jim said that the GeoArchives will be accessible via both sites, eventually, and that it will be included in URSUS.

Deborah Smith asked whether the GeoArchives work will continue now that the Federal grant has been completed. Jim answered that the Archives has incorporated the work into its regular procedures, so it will continue.

After setting September 14 as its next meeting's tentative date, the Board adjourned at 11:44 a.m.

Respectfully submitted,

Nina M. Osier, Director  
Division of Records Management Services