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Archives Advisory Board Meeting Minutes- September 14, 2006

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ARCHIVES ADVISORY BOARD
Minutes
Maine State Archives Conference Room
September 14, 2006

Board members present: Chris Beam, Ann Thomas, Susan Bulay, Elaine Stanley, Twila Lycette, Lyman Holmes.

Archives staff members present: Jim Henderson, Sylvia Sherman, Nina Osier, Barry Marshall.

Chairman Beam called the meeting to order at 10:10 a.m., after a brief report from State Archivist Henderson about a task force that has begun working on plans to either renovate or replace the Cultural Building. This is of particular interest because the Archives will at some point – probably soon – run out of space to bring in additional permanently valuable records, despite Archivist II Art Dostie's on-going efforts toward identifying records that should be deaccessioned.

Twila Lycette moved to accept the minutes of the Board's March 16, 2006 meeting. Susan Bulay seconded, and the motion was approved. Then Chairman Beam asked Archives staff to present the State Disposition Schedules portion of the agenda.

**Department of Labor – Bureau of Employment Services
S-1660, Series 83**

Series title: Business Visitation Program Survey and Reports

Proposed retention: In agency 3 years; 7 years in Records Center; destroy.

Ann Thomas moved, and Lyman Holmes seconded, that this series be tabled until Archives staff can learn whether or not the paper records in this series have a related database, and what the Dept. of Labor does with the reports resulting from this activity. The motion was approved, and a less formal request was made that Archives staff also obtain a greater number and variety of samples for this series.

**Department of Labor – Labor Standards/Wage and Hour Division
S-1653, Series 46**

Series title: Wage Assurance Fund Final Determination

Proposed retention: 1 year in agency after final determination through bankruptcy court, or last action required on case – whichever comes later.

The first sentence of the series description on the agenda (and presumably in the Archives/Records Management database from which the agenda is created) should use the word *employer*, not *employee*. The word destroy was omitted from the agenda, at the end of the proposed retention line. These clerical errors were noted so that the Board's intent in approving this series will be clear.

**Department of Labor – Labor Standards/Workplace Safety and Health Division
S-1647, Series 40**

Series title: Board of Occupational Safety & Health Minutes & Office Correspondence

Proposed retention: Paper– In agency 5 years; 5 years in Records Center; Archives.
Audio tapes – In agency 5 years; destroy.

Elaine Stanley moved that only minutes, formal appeal requests, and determinations be scheduled for Archives, and all other documents described be scheduled for destruction. After Twila Lycette seconded, the motion was approved.

**Department of the Secretary of State – Maine State Archives
S-1655, Series 103**

Series title: Maine Historical Records Advisory Board Regrant Program Routine Administrative Documents

Proposed retention: In agency 3 years; destroy.

Susan Bulay moved that completed applications be retained until the repository collection descriptions are extracted from them, creating another record series that will have a disposition of Archives. Twila Lycette seconded, and the motion was approved.

**Department of Corrections – Long Creek Youth Development Center
S-1668, Series 10**

Series title: Detained/Hold for Court Resident Records

Proposed retention: In agency until age 21; 18 years in Records Center; Archives.

Susan Bulay moved that the disposition of this series be changed to destroy. Twila Lycette seconded, and the motion was approved.

Proposed functional records schedule for the Department of Environment Protection

After extensive discussion among the Board members and Archives staff, Susan Bulay moved to table this schedule in its entirety until further information can be presented. Twila Lycette seconded, and the motion was approved. While the motion did not specify all information to be provided, the Board reached consensus that it should include: A comparison of DEP's functions to those of another agency with a similar mission (Jim Henderson suggested the Land Use Regulation Commission); samples of record series created by each of DEP's functions; at least a partial completion of the spreadsheet that Records Management staff will use to organize record series, existing and yet to be discovered, under the proposed functional schedule. Sylvia Sherman as appraiser particularly requested samples, and the Board particularly requested seeing the material organized into series.

Susan Bulay moved to accept the disposition schedules as presented on the agenda, except as amended or tabled. Elaine Stanley seconded this motion, which was then approved.

The Board set its next meeting for November 2, 2006, at 10 a.m. in the Maine State Archives Conference Room, and agreed that only the DEP functional schedules will be on the agenda. Adjournment took place at 1:50 p.m.

Respectfully submitted,

Nina M. Osier, Director
Division of Records Management Services