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# Archives Advisory Board Meeting Minutes- October 23, 2008

Archives Advisory Board

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ARCHIVES ADVISORY BOARD  
Minutes  
October 23, 2008  
Maine State Library Conference Room

The meeting was called to order by Chairman Sumner Webber at 10:10 a.m. Members present, in addition to the chairman, were Susan Bulay, Elaine Stanley, and Lyman Holmes. Maine State Archives staff members present were David Cheever, Sylvia Sherman, Nina Osier, Barry Marshall, and Jeffrey Brown.

The Board reviewed an Application for Approval as an Alternative Repository for Local Government Records from the Blue Hill Historical Society. On Item 3 of the application, the Board expressed concern that all researchers should have access to public records – not just "legitimate" researchers, as determined by the historical society. Ms. Osier offered to clarify this in the cover letter if approval was granted. Ms. Bulay moved that the application be approved on those terms, and Mr. Holmes seconded the motion, which was carried.

Ms. Sherman then presented the state agency records retention schedules submitted for the Board's approval. Board members questioned when the retention period for S-1672, Series 50 would begin, because an elected official can certainly leave public life and then return to it at a later date. Mr. Marshall said that he would check on this with the Ethics Commission and add clarifying wording to the schedule.

Board members wanted to know if a summary of the information in S-1683, Series 91 is captured; and if so, where that summary is scheduled. Mr. Marshall said that he would find out.

Board members asked where the information described in S-1685, Series 31 is compiled, and what happens to the resulting summary. Ms. Stanley moved that this schedule be tabled, and Mr. Holmes seconded the motion. The motion was approved.

After all state agency schedules had been presented, Mr. Holmes moved that they be accepted except for the one already tabled. Ms. Bulay seconded, and the motion was approved.

Mr. Marshall presented revisions and additions to the State of Maine General Records Schedules. On a motion made by Ms. Stanley and seconded by Mr. Holmes, these revisions and additions were approved.

Mr. Cheever provided the Board with an update on the Digital Records and Storage Management project, and then initiated a discussion of the continued usefulness of Maine State Archives membership in the Cultural Affairs Council. The Board decided by consensus that Mr. Webber and Ms. Stanley will attend the Council's next few meetings, after which this question can be revisited.

The Board adjourned for lunch at 12:15 p.m., and reconvened at 1:07 p.m. when Chairman Webber called to order a public hearing on proposed revisions to Chapter 10: Rules for Disposition of Local Government Records. The same Board members were present, along with Maine State Archives staff members Cheever, Marshall, and Osier. No one else attended. Ms. Osier called each proposed addition or revision to the Board's attention. When L.38.a. was reached, Mr. Marshall commented on behalf of a citizen he spoke with by telephone some time ago. That citizen expressed concern because her daughter's school had no record of a fight with another student in which the daughter was injured. Board members noted that an accident report should have been filed in the injured student's health record, and that the proposed revision to L.38.a. would give school officials leeway to retain disciplinary notes for longer than the current school year – even for students not previously disciplined – in the case of a serious infraction.

The proposed rule was approved by the Board on a motion made by Ms. Bulay and seconded by Mr. Holmes. The Board set its rule adoption meeting for January 15, 2009 at 10 a.m., with a snow date of January 22, 2009 (also at 10 a.m.). The public hearing was adjourned at 1:28 p.m.

Respectfully submitted,

Nina M. Osier, Director  
Division of Records Management Services