

12-17-2009

# Archives Advisory Board Meeting Minutes- December 17, 2009

Archives Advisory Board

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ARCHIVES ADVISORY BOARD  
Minutes  
December 17, 2009  
Maine State Archives Search Room  
Augusta, Maine

Board members present: Sumner Webber (Chair), Twila Lycette, Elaine Stanley, Lyman Holmes, Susan Bulay

Staff members present: David Cheever, Jeffrey Brown, Barry Marshall, Nina Osier

Chairman Webber called the meeting to order at 10:04 a.m.

Following a motion made by Twila Lycette and seconded by Elaine Stanley, the Board voted to approve as presented the minutes of the meeting held on October 6, 2009.

David Cheever reported that Maine State Archives staff is planning a four-year observance of the Civil War Sesquicentennial. Colby College's Goldfarb Center for Public Policy and Civic Engagement will host a kickoff event on November 10, 2010. Using a SNAP grant from the National Historical Publications and Records Commission, the Archives has hired Hannah Marcus to conduct a survey of local historical records repositories to identify those that have digitized Civil War records and those that are willing to share such records. A National History Day contest will focus on this theme.

The Genealogical Society of Utah has agreed to capture all of Maine's Civil War muster rolls as grayscale images. These images may then be re-scanned in color, and all will be indexed eventually. The University of Maine at Farmington proposes placing one to three interns at the Archives to assist with part of the sesquicentennial project.

The Harpers Weekly collection recently donated to the Archives will be used in the planned Civil War display for the Archives lobby, after its Maine connections are identified. This display will also include Civil War cemetery maps and Civil War officers' CDVs.

The wide screen monitor in the Archives lobby now displays a slide show featuring images available for purchase. Other monitors with the same or similar side shows may eventually be placed in the State House and in the lobby of the Maine State Credit Union.

The Museum in the Streets project in Augusta and surrounding towns will include a self-guided tour of Civil War sites.

CRIC, the Cultural Resources Information Center, has for several years been jointly funded by the Maine State Museum and the Maine State Archives. Recently the Archives declined to contribute \$50,000 in bond money because the funds were to be used for museum functions only. Soon the State Archivist must decide whether or not to continue funding, in cooperation with the State Museum, the one part-time CRIC employee. This employee is responsible for the Crisis in Collections survey.

Nina Osier gave the Board a short report on the upgrade of Archives software that will occur on December 21. Microsoft Office 97, no longer supported by Microsoft Corporation, will be replaced by Microsoft Office 2003. The databases used to track record locations, retention periods, and disposition requirements will be converted to Access 2003, which is maintained by Microsoft and therefore a far safer way to store and manipulate the information.

Mr. Cheever also reported that Maine has been talking with Louisiana State University about certain Civil War documents that were given to LSU by their creator, that should have been turned over to Maine at the time. He expects LSU will turn over the originals and keep copies for their own collection, or at least provide Maine with copies.

Jeffrey Brown presented S-1753, a previously tabled state agency records schedule. Twila Lycette moved that both series on this schedule be approved as described in this meeting's agenda, and the Board passed this motion after it was seconded by Elaine Stanley. Mr. Brown then presented General Schedule 13, Item 4. Twila Lycette moved for approval, Susan Bulay seconded, and the motion was passed.

Nina Osier reviewed all comments received on Chapter 10: Rules for Disposition of Local Government Records during the 30 days after that rule was advertised on August 26, 2009. Twila Lycette moved that the Board adopt Chapter 10 as amended. Lyman Holmes seconded the motion, and the Board approved it with a recommended effective date of May 1, 2010.

The Board tentatively scheduled its next meeting for 10 a.m. on Thursday, May 20, 2010. On a motion made by Elaine Stanley and seconded by Twila Lycette, Chairman Webber adjourned the meeting at 12:35 p.m.

Respectfully submitted,

Nina M. Osier, Director  
Division of Records Management Services

Attachment: Summary of Comments and Responses for Rulemaking Comment Period Opened on August 26, 2010

29                    **SECRETARY OF STATE**

255                   **MAINE STATE ARCHIVES**

**Chapter 10:        RULES FOR DISPOSITION OF LOCAL GOVERNMENT RECORDS**

## **SUMMARY OF COMMENTS AND RESPONSES**

No public hearing was held, but a comment period was opened on August 26, 2009 and closed on September 25, 2009. At meetings held on October 6, 2009 and December 17, 2009, the Archives Advisory Board responded as follows to the comments received.

Dan Boutillier, City of Portland Director of Information Systems, stated that e-mail did not seem to be specifically covered as a government record. While Chapter 10's definition of a record includes all media, the Board discussed this recurring misconception and decided that a future rule change should address it.

Beverly Bustin-Hatheway, Kennebec County Register of Deeds, requested that the word "instantaneous" be stricken from Section 8's revised language. The Board agreed to do so.

Jeff Austin of the Maine Municipal Association shared his organization's concern that the proposed language concerning cat vaccinations sounded like an order to destroy. The Board changed the wording to make it clear that cat vaccination records need not be retained at all.

Twila Lycette, Town Clerk of Lisbon; Linda Cohen, City Clerk of Portland; Susan Mooney, City Clerk of South Portland; Patti Dubois, City Clerk of Bangor; and Kathy Montejo, City Clerk of Lewiston requested that instead of being stricken from Chapter 10, Disposition Schedule E (Election Records) should be updated to agree with current statutes and annotated with the statutory references for all election records retention requirements that are set by law. Nadeen Daniels, Town Clerk of Cumberland, commented that this was also the position of the Maine Town and City Clerks Association. The Archives Advisory Board agreed to update and annotate Schedule E instead of striking it.

Leon Levesque, Superintendent of Schools for the Lewiston School Department, expressed his support for revising Section 10 of Chapter 10 to allow local government agencies to deposit confidential records in an approved alternative institution, provided that the institution has the resources to both effectively maintain the records and to comply with the confidentiality policies of the local agency. The Archives Advisory Board had already agreed to make this change.

Stephanie Anderson, Cumberland County District Attorney, asked that D.01. on Disposition Schedule D be repealed. Ms. Anderson stated that keeping copies of law enforcement and court records for one year imposed a burden on her office and those of other district attorneys. The Board decided to leave D.01. on Schedule D, to prevent confusion, but changed its retention period from one year to destroy when no longer needed.