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Archives Advisory Board Meeting Minutes- December 1, 2010

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ARCHIVES ADVISORY BOARD

Minutes

December 1, 2010

Board members present: Elaine Stanley, Susan Bulay, Lyman Holmes, Twila Lycette.
Maine State Archives staff members present: David Cheever, Barry Marshall, Jeffrey Brown, Nina Osier.

The meeting opened at 10:10 a.m. Lyman Holmes agreed to serve as chairman *pro tem*, in the absence of Sumner Webber. On a motion made by Elaine Stanley and seconded by Susan Bulay, the Board approved the minutes for May 20, 2010.

David Cheever reported on Maine State Archives activities and concerns, starting with the Civil War Sesquicentennial. This was launched on November 10 at the Goldfarb Center at Colby College, with a panel presentation on the 1860 election's impact then and now. Dave Cheever, Jeff Brown, and Art Dostie attended. Archives staff and volunteers continue to write short narratives to accompany scanned documents from Archives' Civil War holdings, with each narrative describing the document and the person behind it. Over 160 narratives and related documents are already on line at the Maine State Archives website, for school curriculum as well as other uses. More than 70 additional narratives are in process, and the Archives expects the total to exceed 400.

Mr. Cheever noted that MPBN radio and WABI-TV (Channel 5) covered the Sesquicentennial launch, and that there will be a second kick-off event at the Augusta Civic Center on April 15, 2011. President Obama accepted a personal invitation to this event when Secretary of State Matt Dunlap was able to speak with him. The Maine National Guard is making plans for Air Force One's arrival, and for their band and color guard to participate. Bates, Bowdoin, and Colby Colleges will provide a combined 200-voice chorus, and the Maine State Museum will loan Civil War battle flags for display. Board members asked to be kept up to date on the Sesquicentennial, and Mr. Cheever said he would do this by e-mail. He also noted that the Archives will host a book signing for Civil War authors Ned and Diane Smith at 2 p.m. on Friday, December 3, 2010.

Mr. Cheever informed the Board that Charles Summers has been elected by the Legislature as the incoming Secretary of State. The main initiative for the Archives in the coming session will be space requirements. Mr. Cheever said that the agency will request \$4 million through appropriation or bond, for planning/construction at a new location. Board members offered their support for this project.

Mr. Cheever said that the Archives is partnering with North Carolina and other states in its digital archiving project, funded by the Library of Congress, which focuses on maps. Since Maine has experience in the identification and preservation of archival GIS records, Jeff Brown is serving as contact person for the North Carolina project.

The National Historic Records and Publications Commission has approved state and local government partnership funding for another year. New Century Community Program

funding is now available to small repositories for preservation of their digital holdings. This can include the purchase of a standard software program, as well assistance with software licensing and training in the program's use. Past Perfect is the chosen software program.

Jeff Brown presented state agency retention schedules listed on the Board's agenda. S-1781, Series 43# remained tabled from the May 20, 2010 meeting because the State Planning Office has not yet supplied requested information. All other series on the agenda were approved as presented, on a motion made by Twila Lycette and seconded by Susan Bulay.

Elaine Stanley asked why a record series approved by the Board for destruction on May 20, 2010, was later changed to archival by the State Archivist. Barry Marshall explained that he and Jeff Brown both felt that "Archives" was the appropriate disposition, and that the creating agency had proposed this initially. Dave Cheever said that he made the decision after listening to the Board's discussion, which did not reach a unanimous conclusion, and Ms. Stanley asked Mr. Marshall if he had acted in part to avoid confusing the creating agency. Mr. Marshall that was the case.

Twila Lycette asked Nina Osier to provide her with a summary of Ms. Osier's remarks at the Maine Municipal Association's annual convention, which Ms. Lycette said she would send out as a e-mail to all municipal clerks. This followed Ms. Osier's observation that many clerks continue to rely on the printed version of Chapter 10, effective May 1, 2005, which has been superseded by an on-line-only version effective May 1, 2010, despite attempts to communicate the change to them.

The Board members discussed their wish to see vacant seats filled when the LePage Administration takes office. Members agreed that representing a variety of backgrounds provides the Board with useful perspectives, and that when all seats are filled, each individual has more flexibility. At present, with 5 out of 9 seats filled (and most if not all of the 5 members continuing to serve in lieu of re-appointment or replacement), it is difficult to schedule a meeting with a quorum unless everyone can plan to attend.

Twila Lycette told the other Board members that she has been working on a PowerPoint presentation providing records storage advice for municipal clerks. She asked Archives staff members Barry Marshall and Nina Osier to review the presentation, and the Board agreed that this project should have its blessing.

The Board scheduled its next meeting for April 20, 2011, and then adjourned at 12:40 p.m. after a motion made by Susan Bulay and seconded by Elaine Stanley.

Respectfully submitted,

Nina M. Osier
Records Management Services Division Director