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Archives Advisory Board Meeting Minutes- June 16, 2011

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ARCHIVES ADVISORY BOARD

Minutes

June 16, 2011

Board members present: Sumner Webber, Elaine Stanley, Lyman Holmes, Twila Lycette.

Maine State Archives staff members present: David Cheever, Barry Marshall, Jeffrey Brown, Nina Osier.

Guests present to answer questions about Bureau of Financial Institutions schedules: Christine Pearson, Principal Bank Examiner; John Barr, Deputy Superintendent; Donald Groves, Deputy Superintendent.

Chairman Webber open the meeting at 10 a.m. Lyman Holmes moved to accept the minutes from the Board's meeting on December 1, 2010. Elaine Stanley seconded, and the motion was approved.

Dave Cheever gave the Board a briefing on Maine State Archives activities since December 1, as well as current concerns. He said that a new Secretary of State has taken office, and that the budget situation has caused veteran staff members concern because of its possible effect on retirement plans. There is currently no bond issue under consideration to fund a new facility for the Maine State Archives, which is a concern because the current facilities – in the Cultural Building and in the Records Center – would be not only out of space, but forced to refuse thousands of cubic feet of scheduled accessions, if everything due for transfer arrived tomorrow. He passed out copies of the Maine Cultural Affairs Council's annual report, and noted that the Director of the Bureau of General Services has been instructed to look at armories all over the state as possible sites for archival storage. Betty Lamoreau, Acting BGS Director, has already done this and does not believe it offers a solution.

Mr. Cheever also said that the Civil War Sesquicentennial launch, sponsored by the Maine State Archives, was a success. MPBN recorded the event, and as soon as they are through editing they will provide a video. He told the Board that the Archives has received a transfer of Maine-related materials recovered following a series of thefts from the New York State Archives, which included Civil War carte de visites that fit well into our existing holdings. Some of the materials, such as stereographs of the Great Portland Fire, are not government records and will eventually be transferred to more suitable repositories.

Mr. Cheever noted that the Maine State Archives accessioned the digital records of the Baldacci Administration as part of the LePage Administration's transition, and that the LePage Administration's staff has been trained in managing their records and will be receiving additional assistance.

The Board then reviewed the retention schedules listed on the agenda for this meeting. Representatives from the Department of Professional and Financial Regulation's Bureau of Financial Institutions arrived to answer questions about their records for which

outdated schedules were being revised or replaced, after which Lyman Holmes moved that the Board approve all schedules as presented on the agenda. Twila Lycette seconded, and the motion was approved.

In other business, Elaine Stanley asked that Board members receive e-mailed notification of important Archives events. She also asked if the Board could do anything to assist in getting the Governor's Office to fill its four vacant seats. Dave Cheever said that the LePage Administration is aware of the need to do this, and Nina Osier said that the Secretary of State's Office has promised its assistance. This can be addressed after the Legislature's adjournment.

The Board set its next meeting, tentatively, for October 18, 2011.

Adjournment took place at 1:30 p.m.

Respectfully submitted,

Nina M. Osier
Records Management Services Division Director