



# STATE OF INDIANA

**Mitchell E. Daniels, Jr.**  
*Governor*

**STATE HISTORIC RECORDS ADVISORY BOARD**  
402 W Washington Street, Rm W472  
Indianapolis, IN 46204

TO: The Honorable Mitchell Daniels, Jr.

FROM: Jim Corridan

RE: Annual Report: Indiana State Historic Records Advisory Board

DATE: December 28, 2006

Pursuant to Executive Order 06-01 and on behalf of the Indiana Commission on Public Records (ICPR) and State Historic Records Advisory Board submits this report identifying the accomplishments and progress made by the Indiana State Historic Records Advisory Board in its first year of existence.

## **I. Background**

You established the Indiana State Historic Records Advisory Board (SHRAB) in February, 2006 through an executive order. The order in part cited the federal history of the State Boards;

“The National Historical Publications and Records Commission (NHPRC) was established by Congress in 1934 to preserve, publish and encourage the use of documentary sources relating to the history of the United States. The Commission works collectively with State Historical Records Advisory Boards and provides grants for state planning efforts. Indiana’s State Archives and historic records repositories hold the State’s most treasured documents and history. The establishment of a State Historical Records Advisory Board allows Indiana to improve the effectiveness, coordination, and cooperation of its archival community and preserve these significant resources.”

In addition, the establishment of a SHRAB in Indiana allows for NHPRC federal funding to the State, otherwise state government was ineligible for federal funding of records and archival programs. (Indiana was one of three states to not establish a SHRAB at the end of 2005).

The board was given specific authorities and duties from Executive Order 06-01.

*The Board will serve as the central advisory body for historical records planning and preservation in Indiana. The Board may perform such duties as:*

1. *Review National Historical Publication and Records Commission grant applications and make funding recommendations to said Commission*

- 2. Work to preserve Indiana's documentary heritage*
- 3. Promote practices that ensure preservation of, and access to, the State's public and private records*
- 4. Encourage adherence to archival and records management principles through meetings and workshops*
- 5. Survey repositories, support the State's records management program, and promote the sharing of collection information*
- 6. Encourage the professional development of archivists, curators, volunteers, and others dedicated to the task of caring for Indiana's documentary heritage.*

## **II. 2006 Summary of Activities**

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The primary objectives the Board set for itself in early 2006 were to seek a \$10,000 administrative grant to support the initial operations of the SHRAB, and to inventory the current condition of Indiana's historic records. Both of these objectives have been accomplished and the administrative grant has been approved. Of the six objectives outlined in EO 06-01, the Indiana SHRAB is please to report the following.

**1. Review National Historical Publication and Records Commission grant applications and make funding recommendations to said Commission.**

In December, the SHRAB met and reviewed a single application from an Indiana institution seeking \$138,955 in NHPRC federal funding. The Board unanimously advised the applicant to resubmit the proposal in a future cycle and returned the application for additional development. The application is from Indiana University and is a project to preserve and enhance access to oral history materials held by the Center for the Study of History and Memory.

The SHRAB applied for, and received, a \$10,000 grant from the NHPRC to cover the initial expenses of establish the Records Advisory Board. A partnership between the SHRAB and IUPUI has allowed a graduate student, Kathryn Wilmot, to be hired as an intern, a survey to be conducted, resources deployed to enhance the annual workshops of the Society of Indiana Archivists to be held in Indianapolis March, 2007, and the establishment of the Governor's Award for Historic Records.

- 2. Preserve Indiana's documentary heritage. (Please see response to number 5)**
- 3. Promote practices that ensure preservation of and access to the State's public and private records. (Please see response to number 5)**
- 4. Encourage adherence to archival and records management principles through meetings and workshops. (Please see response to number 6)**
- 5. Survey repositories, support the State's records management program, and promote the sharing of collection information.**

The SHRAB began a survey project in September and mailed a survey to more than 9,500 potential historic records repositories including churches, museums, historical societies, libraries, courthouses, and archives across Indiana. The survey or inventory will allow the SHRAB to set priorities to seek public and private resources to preserve for Indiana's most vulnerable records, and make more accessible the State's premier historical documents.

About 600 responses have been received to date. Of these, 300 have been entered into the database. A sampling of the questions and demographics are listed below.

Type of Institution	Number * [some institutions checked more than one box to describe themselves]
State/local government agency	11
Academic library	9
Museum	35
Archives	22
Historical/preservation society	22
Public/private library	57
Church/religious organization	171
Other [incl. adoption agency, art center, hospital library, cemetery, living history museum, genealogy society, media center]	38

Question	Yes	No	Left blank
Written acquisition policy?	79	178	43
Written disaster plan?	58	188	54
Any digitized collections?	36	92	172

Concerns	Left blank	Listed as one of top 3 concerns	Did not rank, but marked with "x"
Preservation	165	69	44
Conservation	231	26	17
Digitization	227	24	16
Written disaster plan	238	14	10

The survey data is expected to be completely entered by February and the SHRAB will develop a state plan at its March meeting.

6. Encourage the professional development of archivists, curators, volunteers, and others dedicated to the task of caring for Indiana's documentary heritage.

The SHRAB has authorized a grant of up to \$1,500 to the Society of Indiana Archivists to enhance the workshops and seminars offered to Indiana's historic records and archival community. The funds are to be used to offer basic records conservation and preservation workshops as well as disaster planning programs at the Society's annual conference. The SHRAB's objective is to strengthen Indiana's archival organization and foster a better educated and more competently trained historic records volunteers and staff. Most of Indiana's historic records are currently under the control of non-professionals.

In order to acknowledge the contributions of organizations, volunteers, and professionals to the historic records community, the SHRAB established the Governor's Award for Historic Records. As you know, on Statehood Day, December 11, 2006, the state's 190<sup>th</sup> birthday, you presented the first set of awards to Johnson County Museum of History staff member Linda Talley, and Fulton County Historical Society volunteer Wendell C. Tombaugh, for their outstanding contributions to Indiana's historic records.

## **II. 2007 Objectives**

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The SHRAB expects to continue to become the focal point of Indiana's historic records community and a clearing house for planning and prioritization of preservation and public access. The fist ten months of the organizations existence went quickly, but set a framework to build upon. Although we are proud of our progress, there remains much work to be done.

The SHRAB expects to adopt a state plan outlining the priorities for Indiana's historic records and federal funding in the first half of 2007.

The SHRAB and Indiana Commission on Public Records will seek federal funding for needed projects at the Indiana State Archives.

The SHRAB will provide resources to enhance the Society of Indiana Archivists training and workshops to be held in March, 2007.

The SHRAB will review and support grant applications from Indiana institutions meeting the priorities established by the SHRAB as determined after review of the 2006 survey data.

The SHRAB will serve, with the Commission on Public Records, as the coordinating entity for national Archives Month (October) in Indiana.

The SHRAB will continue its existing programs.

The State Historic Records Advisory Board has appreciated your support and direction. We look forward to reporting additional accomplishments to you at the conclusion of 2007.