

Indiana State Historic Records Advisory Board
Minutes – May 4, 2017
Indiana State Archives

Call to Order

Meeting called to order at 10:30 a.m. by State Coordinator Jim Corridan.

Roll Call

Present: Jim Corridan, Wes Wilson, Curt Witcher, John Newman, Tom Krasean

Guests Present: Claire Horton, Marilyn Fernandez, Sam Alderfer, Jennifer Hodge

Approval of Agenda

Motion to approve Agenda. Newman – Witcher. Motion carried.

Next Meeting

The date for the next meeting will be August 10, 2017.

Approval of Minutes

Minutes from February 17th, 2017. Motion to approve Minutes of February 17, 2017. Wilson – Krasean. Motion carried.

State Coordinator's Report

1. Indiana State Archives

Corridan introduced IARA's newest employee, Sam Alderfer. Alderfer served as the social media coordinator for the Bicentennial Commission. He is now IARA's Director of Communication.

Corridan informed the SHRAB members that the online catalog will be available in the next few weeks. He would like to have the SHRAB members test the functions to see what needs to be changed, as some aspects are not intuitive. The archives needs a wide range of people to test the search pages to make sure they will be user-friendly.

Alderfer showed the group the current website. We will be restructuring the website to show services for government, services for public, and services for education/outreach. All state agencies will be launching a new website template. We can coincide our AXAEM launch with the new template and new navigation.

Newman asked if we would still be able to search by names. Corridan told him that the current indexes would stay online although they would soon be replaced by AXAEM. Witcher and Corridan discussed that some indexes are currently not searchable in the digital archives.

Alderfer introduced the search pages. Witcher pointed out that some of the search terms are confusing to the general public, like "container search." Corridan said that this will be used by both the public and state agencies. Staff members will use an internal view.

Corridan demonstrated that one difficulty we are having is making it clear that you can click on links for more information. Older users may not realize that you can click on things. We are also trying to limit the amount of search fields so as not to be overwhelming.

Corridan shared that for the first time in his tenure, we have extra money at the end of the fiscal year. We have set aside \$40,000 for enhancements to AXAEM. One project is for improved workflows so that agencies can enter their data in the computer, which is then electronically transferred so that staff doesn't have to re-key all the data. Newman pointed out that this will cut down on errors. The other major project is the APRA portal.

Alderfer shared that he is also creating a newsletter and blog and will be pitching stories to the media. Corridan shared that we will be working with the Friends group to strengthen their newsletter.

Witcher said that this is a good direction and that we should be focusing on social media.

Building: Corridan is having lunch with the director of OMB next week to discuss the building and right-sizing it. If the building is put in the budget two years from now, it would then be completed four years from now, and the way it is currently designed we would be full when we moved in. We would need more money for a larger building. A benefit of the delay is that we will have more time to prepare our collection for the new building.

One challenge is that we have many items that aren't permanent, like assessment books.

Newman shared that when he became state archivist in 1970, he toured the new archives in Georgia, and now they are getting a new building.

We are hoping the governor will come for a tour, the Secretary of State and the new Supreme Court Justice will be coming for tours.

Newman mentioned the bill that would allow county offices to charge \$20/hour for research. The State Archives and Public Access Counsellor opposed this bill and it did not pass.

2. Outreach Efforts

The State Archives is reaching out to schools. We will be spending some of our extra money on display cases. Witcher said that outreach would help the general public realize that we are serious about a new building. Alderfer said it is difficult to strike the correct balance. Witcher said that the Friends group should be striking that balance and should have been doing more outreach. Newman pointed out that there is too much emphasis on historical records – the emphasis should be on the fact that the people have a right to the records created by their government. Witcher said that we should focus on telling a story and making it personal.

Krasean said that he agrees with Witcher's point about the Friends' use of social media (needs to increase). He also said that the Friends have done other good things for the archives, and in this particular situation everyone thought the building was a sure thing. It's not clear if improving social media would have really made a difference. Alderfer said that social media only reaches certain groups of people and that we need to be reaching many different demographics, especially influencers.

We will be having Records Management Workshops across the state. Newman attended the one in Dearborn County and that it was well-attended and well-done. He thinks doing that across the state will

be very significant. We are trying to do 4-5 in the fall and 4-5 in the spring. Corridan said he is currently speaking about 6 times a month about different topics. Krasean suggested inviting legislators to the records management workshops. Some are general and some are more specific, like vital records officers or school budget officers. We will be hosting the county clerks on June 13th. They will be coming to the archives for a reception before their SBOA meeting.

Corridan mentioned that we will be working on a retention schedule for county health.

3. Transparency initiative

The State Archives' goal is to have the APRA portal ready by January 2018.

4. WWI Centennial

April 6th was the kick-off of the WWI Centennial events. The next event will be this summer with the Salvation Army. In September we will commemorate the first shot by the United States, which happened to be by a Hoosier. On November 2nd we will be doing an unveiling of a 1917 tank and on November 3rd we will be commemorating Gresham, the first soldier to die in WWI. In October 2018 we will commemorate Samuel Woodfill, who received the Medal of Honor. We are hopeful that the Vice President will attend that event. Alderfer shared that the WWI Commission will endorse local projects. Krasean shared that Indiana had the second highest percentage of soldiers in WWI.

New Business

Corridan suggested that we think about state-wide SHRAB Initiatives now that we aren't entirely focused on the building. This July, Corridan will be attending the COSA annual meeting. They will be talking with NHPRC about the role of SHRAB to think about re-structuring and how best to use SHRAB. Indiana is considered to be a strong SHRAB.

Because of the way the Indiana SHRAB operates, we don't have many expenses. Some other states have large expenses. Other states have inactive members.

Newman said he thinks it is a shame that grants are being approved nationally now, because local members have a better idea of the projects. Corridan said that it was too much work for some states and maybe the process should be changed. Newman suggested that SHRAB members should try to attend archives meetings in their local areas.

Witcher said that he would like to have more diversity in the SHRAB group. Witcher said he is interested in reaching beyond the professional level. Massachusetts SHRAB group has a position called "roving archivist" who goes around the state doing conservation assessments and helps people with digitization efforts. This is being funded by the mini-grant.

The meeting was adjourned at 12:26.

