

Indiana State Historic Records Advisory Board  
Minutes – Friday September 24, 2010  
Indiana State Library, Room 425

**Call To Order**

Meeting Called to Order at 10:00AM by State Coordinator Jim Corridan

**Roll Call**

Present: Jim Corridan, Phil Bantin, Curt Witcher, Tom Krasean

Absent: Stephen McShane, Nancy Schuckman

Guests Present: Wes Wilson, Ted Cotterill, Casey Schuster

**Approval of Agenda**

Motion to approve 9/24/2010 SHRAB agenda –Witcher–Krasean

Motion to approve - passed

**Next Meetings**

Tentatively scheduled for Friday December 10, 2010.

**Approval of Minutes**

Motion to approve 6/03/2010 SHRAB board minutes –Witcher–Bantin

Motion to approve – passed

**State Coordinator's Report**

**SHRAB Workshops 2011**

**Corridan:** Gestures to Wilson and discusses trying to coordinate one of the SHRAB workshops with the Society of Indiana Archivists (SIA) to help with planning and to get more people involved with SIA. Working with Alison Stankrauff. SIA will be at the Indiana Historical Society April 1<sup>st</sup>-2<sup>nd</sup>. Do we know what their focus is for those days?

**Wilson:** We do not know the topic yet. We do hope to coordinate with SHRAB.

**Corridan:** We want to do five workshops this year. Trying to pull ideas of possible topics from SAA. Prefer to do regional workshops that rotate among five locations each year, with Indianapolis always hosting the entry level workshop. This year's SHRAB workshops will be a hybrid of the past two years.

**Witcher:** Approves of the idea.

**Krasean:** Agrees with Witcher.

**Corridan:** Provides overview of themes of the workshops from spring 2010. Asks for suggestions on possible topics for this year.

**Bantin:** Is there a session dedicated to scanning practices?

**Cotterill:** Brian Taylor spoke in Government Records.

**Witcher:** Important to have basic skills in scanning.

**Wilson:** People need to know the reality of what is available to them.

**Corridan:** Suggests tying it into grant resources so that people know what is available.

**Bantin:** We could split up the E-records day into two parts with one dedicated to discussing the basic skills since that is what people really want to know.

**Witcher:** Bantin's expertise in the field is essential here. Some voices are saying there is only one standard format right now. We have to help show that is not the case.

**Corridan:** Retailers also encourage these views by promoting one format.

**Bantin:** Good idea to have a market end and a scanning end in the workshops since it is a major concern and we want people to be self-sufficient.

**Corridan:** Asks if Witcher can speak on the Allen County Public Library's material and suggests doing the E-Records workshop there this year.

**Bantin:** The Digital Program at Indiana University might be an option too.

**Corridan:** Suggests having four or five topics and fitting these topics into an overarching theme. Could have an overview of all workshops at Basic workshop.

**Bantin:** EAD is missing. Code-able, archive-able finding aids are becoming pseudo-standard for the profession.

**Corridan:** Suggests dedicating an hour or two for it during the workshops.

**Bantin:** Should it be in basic level archives?

**Corridan:** Probably too advanced, we will put it in the second archives level.

**Wilson:** The problem is that people lack the resources.

**Bantin:** We can help them. We won't encode for them, but we can explain provenance and original order.

**Corridan:** How much would it cost IU to set it up for the state? Could be a great NHPRC grant if we can get people to collaborate.

**Bantin:** Can use a half day for it at the workshops. Make it hands-on if the group is small enough and people could start encoding items themselves.

**Corridan:** Would we all be responsible for helping with maintenance?

**Bantin:** If we received a grant we would have to be self-sufficient after a few years.

**Corridan:** Likes the idea. It would be more substantive if we could get bigger schools like Purdue and Notre Dame on board.

**Witcher:** Large publics and public libraries might be interested.

**Corridan:** Are these people cataloguing items now?

**Bantin:** People are cherry-picking at this point.

**Witcher:** Need for standardization is there, but are people willing to commit to it?

**Corridan:** Public libraries are another pool we could draw from. The big ones might jump on board once we get the word out. Tells Bantin they should get a meeting together to discuss using LSTA money to start it up.

**Wilson:** What about enlisting Kirsten Leonard's help?

**Bantin:** She is always contributing and is very helpful.

**Corridan:** Agrees. She is in a key place to bring in academic support.

**Bantin:** Need to do something on marketing and outreach in future workshops.

**Corridan:** We could plan an hour for it this year.

### **Archives Month Committee**

**Corridan:** Discusses poster options for Archives Month. Explains that SHRAB sent an email to different repositories asking them to contribute images for the poster. 2011 begins the sesquicentennial commemoration of the Civil War.

**Wilson:** Likes the poster featuring the film strip across the bottom.

**Witcher:** Likes the one with the Civil War theme.

**Corridan:** We could use the one with the film strip for this year and edit the Civil War-themed poster to use for 2011. Make sure it tells more of the story of the Civil War. Could feature photos of Morgan's raid or other battle scenes from Indiana.

**Bantin:** Intent is to get people interested in archives.

**Witcher:** We did ask repositories to provide images and the film strip poster helps show what they contributed.

**Corridan:** Decides to use the film strip poster for this year. Use money from SHRAB's budget to get the posters printed in the next two weeks.

**Cotterill:** We could create links to the repositories that contributed pictures and other archives month activities around the state and post that online.

### **Society of American Archivists (SAA) National Conference**

**Corridan:** Bantin, Wilson and I attended the conference. Keynote speakers did a great job. Peter Gottlieb, State Archivist for Wisconsin, spoke on getting a federation together of SAA, NAGARA, and COSA to help bring their different audiences together. Attended a meeting about the federal government's electronic records program. Two different philosophies presented regarding preserving items digitally. One philosophy: keep everything in whatever format the person wishes and eventually technology will catch up with the different formats. Other philosophy: be more standardized.

**Witcher:** Problem is that there is too much disconnect between the different groups. We need some agreement and standards if we are going to make progress.

**Bantin:** Agrees with Witcher. Having standards is crucial. We will have problems in the future if people continue to save materials in a variety of formats.

### **State Archives Updates**

**Corridan:** The State Archives is in the process of consolidating its records and reviewing record series having archival retention individually. We're reappraising everything that we are keeping. It will take a few years.

**Bantin:** This is great. Archives needs to publicize it.

**Witcher:** Would be a great way to educate people about archives.

**Corridan:** In terms of the digital archives project, Indiana still has the most records of any state participating with the exception of Washington. Trying to get all of the digital indices up and then we will work on getting the actual digitized documents posted.

### **2010-2011 SNAP Grant Offering**

**Bantin:** Thought it looked good.

**Krasean:** Agrees. He liked it too.

**Corridan:** The total \$45,000 will be broken up into two parts, with \$30,000 coming from the federal government and a \$15,000 local match. Should be able to get the grant if NHPRC gets a budget this year.

**Witcher:** Is PARA dead?

**Corridan:** Probably dead for this session.

**Krasean-Witcher:** Motion to approve submitted NHPRC SNAP application.  
MOTION PASSES

### **Other Business**

**Bantin:** What do you see for the SHRAB board's role next year and in the future?

**Corridan:** Would like everyone to participate in the workshops if possible. Might also act as intermediaries to help support the State Archives.

**Krasean:** Can you comment on the State Archives building?

**Corridan:** New building will probably not be in the works this session, will have to wait a few years until budgets are better. We are at an unreasonable risk where the archives are now. Indiana is the only state in the country that houses its archives in a warehouse.

**Witcher:** Needs to be an issue for the bicentennial commission. We have to make a move in the near future.

**Bantin:** In terms of agendas in the future, maybe the State Archives can discuss decisions they are faced with and run them by the SHRAB board to get suggestions and feedback. Board is underutilized at present.

**Corridan:** Good idea. We can implement this in future meetings.

**Krasean-Bantin:** Motion to adjourn  
MOTION PASSES.

The meeting was adjourned at 11:30AM.