

Indiana State Historic Records Advisory Board
Minutes – September 24, 2012
Indiana State Archives

Call To Order

Meeting Called to Order at 10:03 a.m. by State Coordinator Jim Corridan

Roll Call

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

Absent: Stephen McShane

Guests Present: Ted Cotterill, Kaelynn Hayes

Approval of Minutes

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

Motion to approve Minutes of August 2, 2012. Witcher - Newman. Motion carried.

Next Meeting

Tentatively scheduled for December 10, 2012. At this meeting, the Board will discuss a draft of an ICPR report to the Governor.

December 11 is Statehood Day, too busy to hold a SHRAB meeting

State Coordinator's Report

ICPR Budget

Corridan announced ICPR is working on next year's budget. ICPR is exploring more revenue opportunities. The electronic records work is funded through federal grants, which is not a sustainable system.

Electronic Records Policies and Programs

Corridan distributed a copy of the electronic records policy adopted earlier this month.

Ancestry, Family Search, etc.

Corridan discussed efforts with the Genealogical Society of Utah (GSU) to put the records they have digitized online at no cost to the state. Ancestry.com is interested in doing something similar, and could do it more quickly, but the final product might not be available online.

Midwest DPOE Workshop

Corridan reported on the week-long workshop was sponsored by ICPR – State Archives and held at the State Library. It trained people how to teach others about managing and preserving digital records. Two or three representatives from 13 states attended, and it went well.

NARA/NHPRC Update

Corridan updated the Board on federal archival grant funding and stated NHPRC is drafting a report to the President on the current state of the nation's archives. This report will mention the underfunding faced by many state archives. NHPRC has proposed a budget of \$3 million, with half of the grants going to editors of things like presidential papers and half going to all other projects.

Digital Archives Update

The Digital Archives had 67,000 hits last year (June 1 – July 30), and analysis showed that users are spending a lot of time searching for items there.

Archives Month

October is Archives Month. The poster design is almost done (except for some image permissions). It will be made available as a PDF on the SHRAB webpage. October 10 will be Electronic Records Day. Publicity about it will be out before the end of the month.

Upcoming Conferences

The Midwest Archives Conference will be in Indianapolis in April. The Indiana State Archives has proposed 2 or 3 sessions. The NAGARA conference will be in Indianapolis in July.

Georgia State Archives

The Georgia Secretary of State announced that the Georgia State Archives will be closed to the public beginning November 1. People will have to make an appointment to use the records. The Archives Staff (which was 52 people in 2005) will be reduced from 10 to 3: the State Archivist, a building manager, and an archivist. There is an online petition to protest the closure.

Old Business

None

New Business

2012-13 Grant Proposals

Board members discussed the need to add criteria to better rank the SHRAB mini-grants.

Suggestions included:

1. Records with urgent preservation needs
2. governmental records receive preference
3. records that are unique and unavailable anywhere else

It was suggested ICPR include these criteria in the grant guidelines and develop a checklist with which to compare the grant applications as soon as they come in so we can notify those who do not meet the requirements.

Gary Sanitary District

The records are unique, but who is going to use them? They seem like internal records. They do not state who is supervising the workers or if they are going to follow our scanning guidelines.

Grade: C

Grouseland Foundation

They are important records, and the staff has done a preliminary assessment. Can we ask for more information (maybe via email) about the quality of their staff and their scanning experience and knowledge?

Grade: B+

Historic Forks of the Wabash

They are requesting money for display preparation, and it is not SHRAB's purpose to fund exhibits. We will visit to see the documents and determine their authenticity. If so, we can consider funding a preservation project in the future.

Huntington City-Twp. Public Library

The assessment description and narrative are brief and general, but they do have professional staff. They may need the help of these experts to get digital projects going.

Grade: B+

Indiana State University

The maps do not seem unique; we need an explanation of which ones are important. We know the maps will be used on campus and that the staff has expertise. We should ask them to do further research and resubmit the application for the next cycle.

Indiana University

They did not meet the financial requirements and will not be considered.

LaGrange Co.

Their proposal is not strong, but they do need help to get projects going. We should consult with them, help them get organized, and have them resubmit the application for the next cycle.

Miami Co. Museum

Their materials are most likely unique, and their staff is well-identified.

Grade: A-

Pike Co. Clerk

They do not state specifically what records they would digitize or the volume of those records. What they are proposing to do, ICPR could do for less cost. We need to advise them to explore other options.

Starke Co.

Records from 2009-2013 are not high priority, so this proposal will not be considered.

Vigo Co. Public Library

They have unique maps, but do not seem to have done a preliminary assessment. Since the materials' physical conditions are in jeopardy, we need to verify the significance of these maps. We will ask them to provide that information for this cycle.

Grade: B

West Lafayette Public Library

They provided a detailed inventory, and we trust they will be able to select the most important records from that list. We should make sure they understand that the records must be made available to the public, not by appointment only.

Grade: A-

Westfield Washington Public Library

The records are important mainly to genealogists and cover a current time period (1973-2007). We do not know how they will select which ones to digitize. Since these are corporate records, they are of lower priority.

Approval of SHRAB Grant Funding

Motion to require ICPR staff to follow up with grant applicants and, upon the Board's review of the comments, authorize the funding of the selected grants. Krasean - Newman. Motion carried.

ADJOURNED

The meeting was adjourned at 12:20 p.m. by State Coordinator, Jim Corridan.