

Indiana State Historic Records Advisory Board  
Minutes – March 20, 2013  
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, Phil Bantin, Tom Krasean, John Newman, Wes Wilson

Absent: Stephen McShane, Curt Witcher

Guests Present: Ted Cotterill, Kaelynn Hayes

**Approval of Agenda**

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

**Next Meeting**

Tentatively scheduled for July 10, 2013. At this meeting, the Board will discuss proposals for mini-grants.

**Approval of Minutes**

Minutes from September 24, 2012 had been revised and shortened in response to concerns that they were too detailed.

Motion to approve Minutes of September 24, 2012 with reinsertion of grant discussions without names. Wilson – Newman. Motion carried.

**State Coordinator's Report**

**State E-Records Update**

Corridan announced that ICPR's electronic records archivist is leaving; messages have been sent to the IU and North Carolina programs to find candidates for the position. The Indiana Office of Technology (IOT) is still giving ICPR free storage, and FamilySearch (Genealogical Society of Utah) will be giving ICPR digitized Indiana marriage records. Due to changes at the Washington State Archives, ICPR may be working with them less in the future.

Corridan attended meetings in Washington, D.C. that revealed a great need for digital preservation training. At this point, state archives and governments cannot afford to bring in trained specialists.

**Local Government Records**

Corridan proposed the elimination of permanent retention of tax duplicates. Since these records are oversized and not frequently used, counties should focus on preserving more

valuable records. The Board discussed preserving tax duplicates from 1865 and earlier, as well as those surrounding the dates of significant local and national events. GSU will bring large-format scanners to scan these records.

Corridan met with the director of IOT to discuss using revenue from Enhanced Data Access Review Committee (EDARC) fees to support digitization of Archives materials, grants to counties, electronic records consulting, etc. As of October 2014, grant money for electronic records work will probably be depleted.

### **State Archives Update**

Corridan shared the fact that FISA is working to address the need for a new Archives building. The Board suggested emphasizing that the Archives materials not only document history, but reveal how government works; a multi-faceted approach that includes genealogists could make a larger impression on legislators. If the new building was made a part of Indiana's Bicentennial, the Lilly Endowment might contribute.

The Archives has started a new project to identify and create an index of county records stored on gaylords in the State Records Center. The index will be made available online.

### **Indiana-Hosted Conferences**

The Midwest Archives Conference (MAC) will hold its annual meeting in Indianapolis at the Hyatt Regency hotel and Indiana State Library April 18-20. SHRAB is a sponsor.

The National Association of Government Archives and Records Administrators (NAGARA) will hold its annual meeting in Indianapolis July 10-13.

In 2013, the Council of State Archivists (CoSA) will hold an introductory Electronic Records Institute in Indianapolis for representatives from 26 states. The week-long event will feature speakers, including one from the National Archives. Representatives from Indiana will attend institutes for advanced electronic records management in 2014. Corridan passed around a CoSA brochure that explains what state archives do.

### **Crowdsourcing and Vendors**

FamilySearch is using crowdsourcing to help digitize Indiana records. Crowdsourcing (enlisting the help of volunteers through a website that lets them transcribe documents) allows ICPR to get help from more than the Archives' 70 volunteers. ICPR has almost completed an agreement under which FamilySearch will digitize microfilmed probate records, and Ancestry will then index them.

### **Governor's Award**

A Governor's Award has not yet been given this year, but the Board would like to issue one in the fall.

### **Old Business**

### **SHRAB Grant Requirements**

Wilson reminded the Board that they wanted to make a checklist of mini-grant requirements. Corridan confirmed this would be done.

### **New Business**

#### **Paper Con Workshops**

Corridan distributed a program for SHRAB-sponsored paper conservation workshops being held at the Archives on March 21 and March 28.

#### **IHS Grant Application**

Corridan distributed a packet related to the Indiana Historical Society's application for a NARA grant for the "Lew and Susan Wallace Papers Digital Access Project" (which SHRAB voted to recommend funding for). Since IHS needs to respond to reviewers' questions, it is not known if the project will be funded by the NHPRC.

#### **Strategic Plan**

Corridan distributed a draft of ICPR's Strategic Plan for the Future. The Board suggested that the phrase "document the actions of Indiana government" replace "tell the story of Indiana" in the mission statement. The Board agreed that the proposal of a name change (from ICPR to Indiana State Archives and Records Administration) would be beneficial. Corridan requested that members email any additional comments about the draft to him by Monday, March 25.

The Board also decided to carry out a strategic planning session for SHRAB at the next meeting and requested plans from other SHRABs to review for ideas.

#### **Areas for Improvement**

The Board inquired about areas in which not much progress is being made. Corridan discussed the large volume of Archives materials not accessible to the public; the lack of a comprehensive system of record keeping within the Archives; and the lack of compliance with ICPR of some state agencies in regard to digitizing materials.

#### **Adjournment**

The meeting was adjourned at 12:41 p.m. by State Coordinator Jim Corridan.