

Indiana State Historic Records Advisory Board
Minutes – December 7, 2015
Indiana State Archives

Call to Order

Meeting called to order at 12 pm by State Coordinator Jim Corridan.

Roll Call

Present: Jim Corridan, John Newman, Wes Wilson, Tom Krasean.

Guests Present: Claire Horton and Lisa Murphy

Approval of Agenda

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

Next Meeting

Corridan said the next meeting may be in January or February after the grant information has come in.

Approval of Minutes

Minutes from August 3, 2015.

Motion to approve minutes of August 3, 2015. Wilson – Newman. Motion carried.

Minutes from September 29, 2015.

Motion to approve minutes of September 29, 2015. Newman – Wilson. Motion carried.

State Coordinator's Report

1. Indiana State Archives

Corridan reported that the new building will most likely be located on the IUPUI campus on Indiana Avenue. He has begun meeting with the architectural team to discuss the design of the building. He would like to incorporate local limestone, steel and glass. The building will be climate controlled. It is possible that the building will use fixed shelves. The architectural team will tour the Mississippi State Archives, the Clinton Presidential Library, and the archives in Fayetteville.

The Archives staff has been working on pulling together the inventory and preparing for the new system. The new system will combine the Archives, Record Center, retention schedules, and patron services in one place. The program is based off of Utah's system, although our workflows will differ. This will be the first time the entire catalog will be available online. Corridan reported that the servers will be done this week.

Corridan mentioned that this is an opportunity to change how things are done, including possibly making record series more detailed. We now have more awareness about what records we have. A big challenge the Archives faces is deciding what information from the past will be moving forward, including old locations and AAIS numbers. AAIS sheets include valuable provenance information. Newman suggested looking at documents in the Archives about the origin of the AAIS numbers. All items and locations will have barcodes. The inventory is mostly complete except for clean-up and microfilm roll inventory.

2. Agency Software

Corridan said that the goal is for the inventory to be online in February. There are plans to have a press release with the Governor and to incorporate the bicentennial.

3. Ancestry Day

Corridan said that April 30th, 2016 is a possible date. The location is still unknown. Scanning of birth, death, and marriage records is almost finished and the records will be online early 2016.

4. Society of Indiana Archivists

Corridan said that the SIA conference will also be in April. SHRAB gave SIA \$1000 for conference expenses.

4. NHPRC State Grant Program

Corridan stated that the NHPRC State Grants begin January 1st. The last grant was completed April 31st.

New Business

1. Governor's Award.

Corridan said that the Governor's Award will be discussed at the next meeting. The nominee works at the St. Joseph County Archives.

2. NHPRC – IU Orson Welles Grant

Newman stated that he thought it was a great, well-written grant and hopes it will be funded. Corridan requested comments on the grant be turned in by Thursday. Motion to recommend the NHPRC Orson Welles Grant. Newman – Krasean. Motion carried.

Corridan also reported that IARA is working on migrating nitrate film. The Archives currently has approximately 25-30 nitrate films, primarily from the Department of Natural Resources. DNR is celebrating their anniversary with the CCC and would like to use the film. Corridan said that he is currently identifying companies that could do the migration. Newman recounted disposal of nitrate film that was being stored in dangerous conditions at the State Library. It is possible that centennial footage was lost during this time. Corridan said that a volunteer at the State Archives is currently going through centennial records.

Adjournment

The meeting was adjourned at 1:15 p.m. by State Coordinator Jim Corridan.