

Indiana State Historic Records Advisory Board
Minutes – Wednesday February 6th
Indiana State Library

I. Call To Order

Meeting Called to Order at 10:15 am by State Coordinator Jim Corridan

II. Roll Call

Present: Sammie Morris, Curt Witcher, Jim Corridan, Tom Krasean,

Guests: Jeff Roeder, Deputy Director, ICPR

Absent: Nancy Schuckman, Steve McShane, Phil Bantin,

III. Next Meeting Date

The next meeting is scheduled for September, likely at the State Library.

IV. Approval of Minutes

The minutes of the May 25th, 2007 minutes were discussed. Motion to approve the minutes as presented passed. MORRIS - WITCHER

V. State Coordinator's Report

A. Jim Corridan explained that he met with Minnesota's state archivist and was given approval to use Minnesota's records management guidelines as the starting point for Indiana's.

B. Mr. Corridan told the SHRAB that Washington state has received an \$800,000 grant from the Library of Congress to work with solving the electronic records problems all states face. Indiana has been named as an educational partner and will be meeting with those involved to help address the problem. On a related note, the Commission on Public Records intends to purchase a server so that the Archives can begin accepting some electronic records.

C. In an effort to assist local entities with their records management, ICPR has implemented a metric tracking system regarding various items that counties need to work to improve. The document that tracks when a county has held their local public records meeting was distributed to the group. In the near future, ICPR will distribute this document to counties to show their current standing in this matter as well as transferring their naturalization records to the state archives and adopting the most recent retention schedules for each office.

VI. Unfinished Business

A. A motion was made to adopt Jean Marie Burns of Salem, IN and Dolly Millender of Gary, IN as the Governor's Award winners. The motion passed. KRASEAN – MORRIS

VII. New Business

- A. SHRAB members were asked to make recommendations regarding the SNAP grant that is now available from the NHPRC. Two main ideas were offered. The first was to offer 5 \$1000 grants for needs assessments. The other idea was to have 5 regional conferences regarding best practices and training for local entities on archival principles and practices. The group expressed interest in the regional meetings as it tends to be more engaging for those around the state to have the information brought to them, rather than always coming to Indianapolis.
- B. The members next discussed the best way for the SHRAB to extend its outreach and assist local archivists and archival groups. Members expressed their concern that SIA, who to this point had been the group responsible for forwarding the initiatives important to archivists, has not been growing and providing to the archival community. While continuing to extend an offer of partnership to SIA, the SHRAB has decided that it needs to press forward with initiatives, even if SIA isn't willing to partner at this time.
- C. Meeting dates were discussed and it was decided that May, August and December would be the best months to meet. It was suggested that the December meeting should be on Statehood day, so the members could see presentation of the Constitution and be present for the Governor's Award presentation. Exact dates would be decided in the near future.

VII. Adjournment

The board adjourned at 11:38 a.m.