

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, May 5, 2017

BOARD MEMBERS PRESENT: Dawne Dewey, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift, Tina Ratcliff, Stephen Badenhop, Meghan Hays, Rhonda Freeze, Ron Davidson, Russ Pollitt, Cindy Hofner

BOARD MEMBERS NOT PRESENT: Sara Harrington, Burt Logan (ex officio)

OHS STAFF PRESENT: Theresa Hopewood, Todd Kleismit, Elizabeth Woods

GUESTS: None

I. Welcome

Swift called the meeting to order at 10:01 a.m.

Introductions were made for all new and current members.

II. Consent Agenda

Swift asked if there were any corrections or comment regarding the draft of the January 27 meeting minutes. No changes. Motion to approve the consent agenda. Davidson motioned to approve; Badenhop seconded the motion. All favored approval of minutes. Swift asked if there were any questions about the Ohio Electronic Records Committee (OhioERC) report that Previts wrote. There were no questions.

III. Strategic Discussion

a. OHRAB Budget Update

Previts provided the Board with the 2017 budget. He said the History Day Award checks in the senior and junior categories will be sent once award recipients are notified. No questions about budget. Badenhop asked about the location of the OhioERC workshop that the board is funding. Previts said it will be at the Delaware County Records Center on October 6. The \$1,000 is for travel scholarships, funding for refreshments, and travel reimbursement for presenters. There will be morning and afternoon sessions.

b. Ohio History Connection and Legislative Update

Kleismit reported the state budget process is underway. The budget is now in the Ohio Senate which will likely pass it by June 30. This will start the next two year budget cycle. Kleismit reported that the House of Representatives has removed all of the funding for the Ohioana Library from its version of the budget. The Executive Director of the Ohioana Library, David Weaver, is urging people to contact their senators to return the funding to the budget.

Swift asked if it was this budget or the capital budget which would be appropriate for requesting funding for an electronic records preservation program. Kleismit replied that it would be the capital budget and agencies will be submitting their capital budget requests in October and November. Previts said that there have been discussions about the organization's digital capabilities. Swift would like OHRAB to assist with seeking funding for the State Archives' electronic records program. Dewey and Ratcliff volunteered to help. Kleismit said that there will be a better understanding of where things stand by the July board meeting.

Kleismit mentioned the Ohio History Connection is opening an exhibit today on Bhutanese/Nepali neighbors. The photo exhibit has personalized stories. The Ohio History Connection's annual meeting is June 22nd. The Board of Trustees will be meeting that day and there will be additional programming that day as well.

Swift then provided an update on House Bill 139. This bill would open permanently-retained confidential records one hundred years after creation. This effort started seventeen years ago and the past few years members of the County Archivists and Records Managers Association (CARMA) have been leading the effort. Two weeks ago there was sponsor testimony before the House State and Local Government Committee. There were questions about social security numbers and veterans' discharge records which have been addressed. Next week Robin Heise (Greene County Records Manager), Brenda Ransom (Wood County Records Manager and Chair of CARMA) and Galen Wilson (Senior Records Analyst at the National Archives and Records Administration) are testifying. Swift will keep OHRAB updated and let Swift or Heise know if there are any concerns. Hofner asked about expungements. Swift replied that they won't be affected since they are not records.

c. Committee and Taskforce Updates

Swift reported on the History Day awards. Harrington, Freeze and Swift serve on the awards committee. The two winners this year were Ian Riddle in the senior category and Connor Stanton in the junior category. Riddle won for his paper "How Can You Run When You Know?" Neil Young's "Ohio", the Kent State Incident, and Musical Protest During the Vietnam War. Stanton was recognized for his paper *Sheppard v. Maxwell: The Right to a Fair Trial Takes the Stand*. Swift noted that Stanton not only used court records but included an interview with defense attorney F. Lee Bailey. Overall, the committee was impressed by the quality of the entries this year. Swift noted that there is a trend in the papers category having more *winning* entries than websites and the awards committee is considering reevaluating the categories to determine if it is more difficult to include primary sources in website entries.

The board then discussed how to encourage students to use primary sources in their research. Hays reported on Shaker Heights High School's participation in History Day, including having a research day at the library. Swift told Hays they should talk about encouraging other schools to do something similar.

Davidson provided the board with an update on the regrant program. He reported that the overall quality of the applications was improved this year. There were fifteen applicants and eight grants were awarded. The maximum grant was raised from \$2,000 to \$5,000 this year. Four applicants asked for the maximum and only one requested under \$1,000. Mentors have been assigned to each project. Swift asked about the types of projects. Badenhop responded that most applications were for digitization projects. Plummer said Shawnee State University received a grant to organize and preserve Portsmouth newspapers from the 1850s to the 1970s. She also reported that the New Straitsville History Group will be digitizing coal mining maps, photographs and other documents.

Hays reported on the Advocacy Committee. Hays, Harrington, Previts and Swift created sample messages, scripts and lists of contacts to notify about advocacy issues. The material is now ready to be sent out when needed. Swift inquired about the request for the National Archives and Records Administration to turn over its paperwork on the NHPRC. Davidson said that the Society of Ohio Archivists would like to help.

Swift shared that the NHPRC grant application submitted by the Greene County Archives and Records Center to digitize manumission records was not selected. While reviewers noted the significance of the records and liked the collaboration, the reviewers were concerned that the location of many of the records are unknown and the budget was a little high. Swift commented that it would have been difficult to address all of the reviewers' concerns in a five page application and wondered if there was confusion between what was required in the five page application versus the twenty page application previously allowed.

Board members then discussed possible next steps for the project. Plummer suggested having an archivist search for the manumission records. Hofner inquired if graduate students could do the research for a stipend. Dewey suggested that this could be done by partnering with a local university to provide an archival fellowship. Previts stated that it could be applied for in next year's grant. Dewey said she would talk to Greene County Archivist and Records Manager Robin Heise about the project and which counties to focus on. Previts said he would discuss with Dewey the budget for the fellowship.

ACTION ITEM: Dewey to talk to Heise about the proposed archival fellowship program, including which specific counties to focus on and share information with Previts for the grant application.

d. Historical and Records Management Organization Updates

Badenhop reported on the County Archivists and Records Managers Association (CARMA), which had its spring meeting April 7th at the Ohio History Center. Robin Heise discussed the workshop she led on using archival records as outreach to schools. She also gave an update on House Bill 139. CARMA is also revising the local government records manual and creating an informational brochure on the organization. The fall meeting will be held October 13th in Union County.

Swift shared information on the National Association of Government Archivists and Records Administrators (NAGARA). The annual meeting will be held July 12 – 15 in Boise, Idaho. NAGARA has also been adding new resources to its website.

Hays reported that she and former board member Dan Noonan attended the March meeting of the Ohio Digital Interest Group. Noonan talked about the OHRAB regrant program and Hays talked about being a grantee. There was also discussion about the application guidelines and attendees shared the ongoing projects at their institutions, including a project digitizing stereo view cards.

e. OHRAB Board Photo – 11:25 a.m.

Lunch – 11:40 a.m. (COSA SHRAB town hall webinar for part of this time)

During lunch the board watched portions of the Council of State Archivists (CoSA) State Historical Records Advisory Board (SHRAB) town hall webinars from February 23, 2017 and September 22, 2016.

In the February 23 webinar, Dan Stokes of the NHPRC discussed upcoming social media publicity involving the SHRAB regrants, including:

- 5/2: Tennessee Board regrants
- 7/29: Illinois Board regrant to the Batavia Public Library
- 8/2: New Mexico Board regrant to the Georgia O’Keeffe museum
- 8/16: Wyoming Board regrants
- 11/2: Utah Board regrant to Utah State University
- 11/28: Wyoming Board regrant to the Laramie Plains Museum
- 12/14: New Mexico Board regrant to the Belen Public Library
- 12/28: Illinois Board regrant to the Lucy Rider Meyer archives
- 1/6: Kansas Board regrant to the Wabaunsee County Historical Society and Museum
- 1/9: Illinois Board regrants
- 1/31: Alabama Board regrant to Autauga County Heritage Association

Stokes also mentioned that there will be publicity for SHRAB Archives Month activities during September and October.

Stokes then discussed the upcoming NHPRC state board programming grant, which is due June 14 with funding to begin on January 1, 2018. He said that the NHPRC is looking for projects that emphasize:

- Preserving and enhancing online access to historical records
- Increasing the public's engagement with records (having the public, including students, help with projects)
- Promoting best practices and institutional advancement (such as processing groups of documents as opposed to individual documents)
- Providing learning and development opportunities for professional archivists, volunteers, students and the public (including offering follow-up activities after workshops)

Stokes closed by talking about the state board symposium the NHPRC is hosting on July 12 in Boise prior to the start of the NAGARA conference.

The board then viewed the portion of the September 22, 2016 SHRAB town hall that featured Mary Larson of the Oklahoma State Archives discussing her state's SHRAB activities. These included the Archives Month poster it sponsored and another poster promoting backing up personal digital archives. Larson also discussed using funding for electronic records training.

IV. New Business/Announcements

Strategic Planning: Swift shared that the current strategic plan ends at the end of this year so the board needs to revise and update it for 2018. Previts mentioned that at this meeting the board is only looking at the higher level goals and at the July meeting the board committees will discuss the action items. Swift added that members should keep in mind the NHPRC's goals mentioned in the webinar.

Previts asked if the current goal of "Increasing digital literacy and citizen engagement with Ohio's past, contemporary and future historical records" should be changed. Dewey suggested removing the digital literacy and emphasizing the citizen engagement. The board agreed to update the goal as: "Increase citizen engagement with Ohio's past, contemporary and future historical records".

Previts asked if the current goal of "Encourage Investment in access to Ohio's documentary heritage in all formats" should be changed. The board discussed using stronger terms and taking a more active role. Swift said the board should advocate for state investment in electronic records. The board agreed. The goal will be: "Advocate for reliable, sustainable investment in Ohio's electronic records."

The board discussed the goal of “Foster capacity building and strategies to manage Ohio’s historical records.” Members believed this goal should be more focused and include both educational and funding activities. The board agreed on: “Foster learning and development opportunities for records preservation and access in Ohio’s repositories.”

Previts then summarized the activities for the 2018 grant application:

- OHRAB will offer two History Day Awards.
- The board will award a plaque to the recipient of the Archives Achievement Award recipient.
- OHRAB will offer regrants.
- The board will collaborate with the Greene County Archives and Records Center to offer a workshop on outreach to schools through primary sources.
- The board will implement an Archival Fellowship Program.

ACTION ITEM: New board members should consider what committee/committees they would like to join.

Closing

Badenhop motioned to adjourn the meeting. Dewey seconded. None opposed. The meeting concluded at 2:05 p.m. The next meeting will be held Friday, July 21st at the Ohio History Center from 10:00 a.m. – 2:00 p.m.