

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, October 27, 2017

BOARD MEMBERS PRESENT:	Dawne Dewey, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift, Tina Ratcliff, Stephen Badenhop, Meghan Hays, Tina Ratcliff, Ron Davidson, Russ Pollitt, and Sara Harrington
BOARD MEMBERS NOT PRESENT:	Cindy Hofner, Rhonda Freeze, and Burt Logan (ex officio)
OHS STAFF PRESENT:	Theresa Hopewood, and Todd Kleismit
GUESTS:	None

I. Welcome

Swift called the meeting to order at 10:01 a.m. Introductions skipped as no new members at this meeting.

II. Consent Agenda

- a. July 28, 2017 Minutes: Swift asked if there were any corrections or comments regarding the draft of the January 28th meeting minutes. No changes. Motion to approve the consent agenda which has the minutes for the July 28th meeting, ERC report, CARMA report, and the 2018 meeting dates. Ratcliff motioned to approve and Dewey seconded the motion. All voted in favor of the consent agenda.
- b. Ohio Electronic Records Committee Report
- c. County Archivists and Records Managers Association Report
- d. 2018 Meeting Dates: Swift asked everyone to remember to put 2018 meeting dates in their calendars.

III. Strategic Discussion

- a. Election of Chair and Vice Chair: Swift stated the need to elect a chair and a vice chair. This is Swift's last meeting as chair of OHRAB and second to last OHRAB meeting. Swift put out a couple of calls for nominations. Badenhop has agreed to serve as vice chair again. Davidson has agreed to serve as chair. Swift asked if there were any additional nominations. Motion to approve Davidson as chair and Badenhop as vice chair for 2018. Hays approved, Pollitt seconded. All voted in favor.
- b. Ohio History Connection Update: Kleismit shared that the Ohio History Connection has a new license plate for sale, the Ohio Battle Flag. The Speaker of the House provided the design and the funding from this specialty plate will be used to preserve the battle flags. Kleismit passed around a sample of the new plate.

Kleismit also mentioned that the Ohio History Connection is monitoring the congressional tax reform which has proposed eliminating the historic preservation tax credits. This program has been helping to revitalize downtowns since the 1970s. The Ohio History Connection is very concerned about the potential elimination of this program.

Kleismit reported that progress continues with the World Heritage effort. The next step in the process is the federal register announcement and there is a good indication that this is imminent. The Ohio Hopewell Ceremonial Earthworks nomination includes Fort Ancient, the Newark Earthworks and the Hopewell Cultural National Park in Chillicothe. This effort started more than ten years ago so it is a very long process.

Next week Stacey Halfmoon, the Ohio History Connection's Director of American Indian Relations, will host a three day Tribal Nations conference. These are American Indian tribes that have historic ties to Ohio. About 20 different tribes will be participating. The tribes will travel to Serpent Mound and Fort Ancient for a tour during the second day of the conference.

The Ohio History Connection is adding a couple of sites to its network. Poindexter Village was one of the nation's first multi-family public housing units. The housing was specifically for African American families during segregation and FDR dedicated the housing units in 1940. Two of the buildings were saved. One will be a multi-purpose building used for conference space and the other building will be a museum space. It will take a couple of years to complete. The John and Annie Glenn Museum in New Concord has also become one of the OHC sites.

There have also been a lot of tours of our collections storage. Kleismit suggested having Todd Topper, who is in charge of the Ohio History Connection's collections expansion project, to attend next committee meeting to give a presentation.

Kleismit reported that Statehood Day will be February 28, 2018. Robin Heise, Greene County Records Manager and President of the Society of Ohio Archivists, was part of the planning meeting held a few days ago. The keynote speaker has not been chosen. OHRAB is a partnering organization that co-sponsors that. Swift asked if OHRAB as a co-sponsor provides funds for Statehood Day. Kleismit said we have not asked for financial contributions from our partners. Swift asked Kleismit if there has been any noticeable impact on legislation over the past several Statehood Days. During the first couple of years there were some key points made as far as legislation and have there been the same results recently, especially once attendees started scheduling their own legislative visits? Kleismit replied that that it still makes an impact and that when planning for the 2017 event, they discussed that the 2016 priorities had been accomplished. Swift asked if OHRAB should consider producing an advocacy webinar or video to help attendees. Kleismit said if the board was interested in producing one he would assist. Dewey stated she would agree with that as well. Kleismit stated that video footage was shot at this year's Statehood Day. Also, the Statehood Day website has a short advocacy video. Kleismit will send a link to the video to Plummer or Previts if the board would be

interested to build off that. Dewey suggested doing a short YouTube video instead and Plummer and Swift agreed.

Kleismit also reported on House Bill 139, which would open confidential records after 100 years. There was no action on the bill over the summer as the General Assembly was in recess. Swift mentioned that on October 24 the State and Local Government Committee held a third hearing for the bill and scheduled it for any opponent testimony. No opponent testimony was provided but a vote was not taken on the bill either. The Chair of the Committee, Representative Marlene Anielski, had previously expressed concerns about veterans' records. Veterans' discharge records are open at the federal level after 62 years and at the county level are open after 75 years if voluntarily filed. Next week Swift and Kleismit will be meeting with the chair to discuss her concerns. Swift included that she has several people who could provide supporting testimony, including a medical historian at The Ohio State University. Kleismit added that Representative Janine Boyd from Hays' district is also on the committee and asked if anyone from her district would be interested in testifying in favor of the bill. Badenhop said that he would be available to help if needed with the bill as well.

ACTION ITEM: Previts to invite Todd Topper to January meeting for presentation on the Ohio History Connection collections expansion project.

- c. Membership Update: Swift reported that she and Dewey officially have six months left on the board before their terms end in March, 2018. When they leave the board there will be four vacancies. In addition, Badenhop, Davidson and Harrington are up for renewal at the end of March. The board discussed Virginia Dressler's pending application as a representative of the Cleveland Archival Roundtable (CAR) and having a representative from the Ohio Local History Alliance. Davidson said that he has connections at the Ohio Local History Alliance that he could contact about this. Hays mentioned that there were two other candidates discussed by CAR and she will send their names to Previts. Swift mentioned representation from state government and the board discussed possible candidates.

Members also discussed representatives from the County Archivists and Records Managers Association (CARMA) and from the Ohio Municipal Clerks Association. Swift mentioned that she has contacts at the Ohio Municipal Clerks Association and could ask them to nominate someone. The board decided to look into a candidate from the Ohio Municipal Clerks Association at this time and wait until next year to discuss a candidate from CARMA when Freeze's term ends. Swift asked Previts to ask Kleismit about Dressler's pending application and the timing for submitting the renewal and new applications.

ACTION ITEM: Hays to send Previts the names of the two other OHRAB candidates from the Cleveland Archival Roundtable.

ACTION ITEM: Previts to ask Kleismit about contacting the Governor's Office about Virginia Dressler's pending appointment and the upcoming reappointments and new appointments.

- d. 2018-2020 Strategic Plan: Swift asked if everyone had a chance to review the draft of the strategic plan and asked if it was achievable. Dewey and Badenhop stated it might not be achievable in part if the board doesn't receive its appointments and reappointments. Dewey said it's a good plan. Badenhop motioned to approve the plan and Ratcliff seconded. The board then discussed the three goals of the plan.

Goal 1: Increase citizen engagement with Ohio's historical records.

Objective 1: Strengthen statewide awareness and support of Ohio's historical records and archival collections.

Dewey said that five actions under this goal were good, in particular Action 3 which focuses on creating a Citizen Archivist program. OHRAB has already been doing some of these activities.

Goal 2: Promote reliable and sustainable investment in Ohio's electronic records.

Objective 1: Advocate for long-term management, preservation and access to Ohio's electronic records.

Objective 2: Educate citizens, lawmakers, public officials and other stakeholders about the dangers of ignoring the long-term problem of electronic records preservation.

Davidson mentioned that much of this goal involved the OHRAB website and social media and asked about the board's communications. Swift mentioned that it might be good to restart the board's Communications Committee. Currently, she is managing the board's Facebook page while Previts can update the website. Swift mentioned that former board member Dan Noonan is also still willing to help with the website.

Goal 3: Foster the advancement of historical records preservation and access in Ohio's repositories.

Objective 1: Increase the number and quality of grant applications to the NHPRC from Ohio's repositories.

Board members agreed with this objective.

Objective 2: Seek funding for historical records preservation and access in Ohio repositories.

Davidson asked if the archival fellowship program is for students. Previts said it was for graduate students.

Swift asked for a vote on the motion to approve the plan. All board members voted in favor, none opposed. Swift asked about putting it on the website or wait until the board submits it to

NHPRC. Previts said he will put it up on the website and it will be shared with the NHPRC with the board's next grant application.

Swift asked if we want to have a communications committee or working group to manage the communications and press releases relating to the grants, awards and advocacy. Badenhop asked about waiting until the board gets the new appointments. Swift stated there are people running the functions right now. Plummer has been doing press releases. Swift will share posts on Facebook and Previts and Noonan can post to the website. Dewey said the board can continue what it has been doing until the new members join.

- e. OHRAB Budget: Previts reported that the budget includes the July meeting expenses as well as the Ohio Electronics Records committee workshop that was held earlier this month. As far as the money still remaining, the funds for the Achievement Award will be spent and there will be travel expenses from today's meeting. There will still be money in travel remaining after today's meeting. Badenhop asked about the staff salaries and Previts said that those were based on matching funds, not funds to be spent. Previts mentioned that there was a lengthy waiting list of the Ohio Electronic Records Committee (OhioERC) workshops and suggested sponsoring a third workshop with the remaining funds. Swift added that both workshop sessions filled up quickly. The board discussed the timing of the workshop and decided to ask for an extension on the grant so it could be held in 2018. Previts said that with the attendance of the first two sessions and the waiting list, the board would be able to demonstrate to the NHPRC the demand for a third session. Badenhop asked about ordering additional USB drives and Swift said she had authorized Previts to already order more. Previts asked if the board agreed to request an extension on the grant to sponsor a third OhioERC workshop and members agreed.
- f. Committee Organizational Updates: Harrington stated that the Achievement Award will be awarded to Franklin County Children Services. There were three rather strong nominations and Harrington will contact the other two nominees and encourage them to reapply. She said Franklin County Children Services submitted a very well written and detailed application discussing their efforts to organize and make available their historical records while balancing the need to keep information confidential as necessary. Harrington added that in future announcements advertising the award, the board should stress that it is important to demonstrate how the success of the project can be replicated by other organizations. Swift added that the Awards Committee liked the fact that it isn't necessarily an archival institution but recognized the historical value of the records they hold.

Davidson then provided an update on the regrant program. He said that the interim reports for the current grants have all been submitted and posted to the website. Davidson added that the revisions for the 2018 regrant application packet are mostly minor, such as requiring the project to produce online content, demonstrating the long-term sustainability and benefits of the project, and encouraging more publicity. Swift suggested sharing a document on how to publicize the grants. Davidson reminded the project mentors that the 2017 final reports are due January 31, 2018. Badenhop asked

if the 2018 application packet could put in bold the language on price quotes and specifications. Swift asked if it would be helpful to share examples of past applications.

Swift then reported on the Ohio Council of County Officials meeting that she, Hofner and Previts attended in September. Swift said she wanted to share with the elected officials that electronic records are vulnerable and need to be protected. Their own personal legacy is also at stake. Hopefully they will reach out and the discussion will continue. Swift said she only had ten minutes to accomplish this. Swift said that she used a lot of examples and pictures, such as with emojis and comparing photos of Civil War soldiers to reenactors. She also said that she was contacted to do a presentation in November.

- g. History Relevance Value Statement: Swift shared that she became aware of this through the National Association of Government Archives and Records Administrators (NAGARA). NAGARA has endorsed the statement and Swift believes the Council of State Archivists has as well. Swift shared a document on it. Harrington replied she would like to learn more about it before voting. Pollitt asked about talking points about it. Swift asked if the board would like to vote on endorsing the statement now or would like to table it so members can have more time to review it. Harrington suggested tabling it so members have more time to read it. The motion was tabled.

ACTION ITEM: Board members should review the “Value of History Statement” (<https://www.historyrelevance.com/value-history-statement/>) prior to the January meeting.

Lunch – 11:40 a.m.

IV. New Business

The board continued discussing the 2018-2020 Strategic Plan. Members discussed the Ohio Citizen Archivist program. Pollitt suggested getting students involved with transcribing documents, perhaps through a kiosk at the Ohio History Center or through the Ohio History Connection’s or OHRAB’s websites. Swift asked about a YouTube video teaching how to read documents. Pollitt said it could be designed as a game for kids. Ratcliff stated that this fits with Statehood Day and suggested collaborating with teachers. She also suggested an Ohio Citizen Archivist of the year award. Dewey suggested asking people outside of OHRAB to serve on a task force and Badenhop said it is going to involve IT expertise. Ratcliff said she would serve as chair of the task force and may have someone outside the board who could help. Pollitt and Badenhop volunteered to serve on the task force.

The board then discussed using the website and social media. Harrington suggested creating more content that can be shared more frequently. Swift said she will post to Facebook the content she receives. She also suggested that archives and researchers could share their experiences. Dewey said she will send Swift and Previts a blog post on a student who researched the sisters of famous men.

For the History Day Award, Swift suggested encouraging the use of primary sources in the classroom and reaching out to archives with collections pertaining to that year's theme. Hayes suggested sharing the resources that the Ohio History Connection has for History Day. Dewey noted the link between the Ohio History Day Award (Action 2) and sponsoring training programs (Action 5) which included training teachers on primary sources. Davidson stated that some of the pages on the website are out of date. Previts said he will work on that.

Dewey suggested developing guidelines to encourage Achievement Award recipients to publicize their achievements (Action 4). Pollitt spoke about using social media to promote training and awareness of records (Action 5). Harrington said there are videos on YouTube that could be shared. Swift suggested using a shared document to keep members up to date. Harrington said she could create a document in Google Docs and share it with the board.

The board then discussed providing recommendations to the State Archives on emerging best practices for digital preservation under Goal 2. Swift suggested adding recommendations to the website. Harrington said she would work with Swift on that. Dewey mentioned that her staff may be a resource for this. Swift said that this goal also involves advocacy. The board has been doing this; it just needs to be critiqued.

Swift suggested that for the action involving publicizing electronic records that are at risk, the board seeks articles about this. Ratcliff added that the board needs to make people aware that OHRAB is the place to share stories like this.

Members then discussed the third goal of the strategic plan, fostering the advancement of historical records preservation and access in Ohio's repositories. Swift asked about turning the grant application workshop into a general OHRAB presentation that could be given regularly. She also said the board should communicate regularly about grant opportunities and grant projects that are ongoing and recommended hosting more grant brainstorming sessions. Harrington suggested publicizing the NHPRC's guidance on applying for grants and making sure the grant information is presented well in advance.

Swift said that encouraging potential applicants to contact OHRAB ahead of time and providing grant guidance through workshops and webinars depends on communication. Perhaps OHRAB could develop a shared document where potential grant applicants could look for partners.

The board then discussed the action items pertaining to the regrant program that is underway and the Archival Fellowship Program which the board applied for funding in 2018 to start.

ACTION ITEM: Dewey to send Swift and Previts link to a blog post on a young researcher who used Wright State University's archives while researching the sisters of famous men.

V. Closing

Badenhop moved to adjourn the meeting. Davidson seconded. None opposed. The meeting concluded at 2:00 p.m. The next meeting will be held Friday, January 26th at the Ohio History Center from 10:00 a.m. – 2:00 p.m.