

OHIO HISTORICAL RECORDS ADVISORY BOARD

Minutes: October 25, 2019

BOARD MEMBERS PRESENT: Fred Previts (ex officio), Liz Plummer (ex officio), Ron Davidson, Margaret Roulett, Cindy Hofner, Robin Heise, Tina Ratcliff, Meghan Hays, Stephen Badenhop, Virginia Dressler, Russ Pollitt, Tami Kelly, Michelle Sweetser, Bill Modrow

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio)

OHC STAFF PRESENT: Todd Kleismit

I. **Welcome**

Davidson called the meeting to order at 10:05 a.m.

II. **Consent Agenda**

- a. August 23, 2019 Minutes: Ratcliff motioned to approve as amended the minutes and was seconded by Heise. Change of meeting date from April 24 to April 17, 2020 was noted. Minutes and consent agenda approved.

III. **Strategic Discussion**

- a. Ohio History Connection Update: Kleismit reported that the Ohio History Connection hosted the fourth annual tribal nations conference for tribal nations with their history and heritage in Ohio. The conference was an opportunity to discuss Native American issues with tribal representatives and included a visit to Schoenbrunn Village. The conference was organized by Stacy Halfmoon, the Director of American Indian Relations at the Ohio History Connection.

Kleismit shared that work continues on the World Heritage nomination for the Hopewell Ceremonial Earthworks. The court case involving the Newark earthworks is still pending and oral arguments will be November 14. The case could take another year. Kleismit distributed a Guide to the Hopewell Earthworks to the board members and mentioned that there will be a lunar alignment with the Newark earthworks in 2024. It is hoped that the World Heritage designation will be received prior to that. Roulett asked how the golf course was using the mounds and asked if it negatively impacted the area. Kleismit responded that the course overlaid the earthworks.

Kleismit reported that Ben Garcia has been hired by the Ohio History Connection to serve as the Deputy Director and Chief Learning Officer. Garcia was previously at the Museum of Man in San Diego and will be overseeing the Ohio History Connection's education initiatives. Kleismit suggested Previts invite Garcia to the next OHRAB meeting.

Kleismit mentioned that State Senator Hearcel Craig introduced a bill in the General Assembly to add two buildings of Poindexter Village to the Ohio History Connection site network. Poindexter Village was Ohio's first public housing unit, dedicated by President Franklin Roosevelt in 1940. Kleismit also shared that Statehood Day will be February 26, 2020 at the Statehouse and Heise and Pollitt have been involved with the planning.

- b. Membership Update: Davidson introduced Bill Modrow as the board representative of the Society of Ohio Archivists. Hofner mentioned that at the end of 2020 she will be retiring and there will need to be a new representative from the Ohio Council of County Officials on the board. Badenhop mentioned that Roulett and Ratcliff will need to be reappointed next year. Davidson mentioned that board members should start thinking about someone for the 2020 gubernatorial appointment. Roulett asked about someone from Marietta to have a representative from southeast Ohio. Davidson suggested checking with the Ohio Local History Alliance for possible candidates from that part of the state.
- c. OHRAB Budget: Previts asked if there were any questions about the budget. Plummer asked about the online training module. Previts stated that it is training through the Ohio Electronic Records Committee on managing social media records and it should be done by the end of this year. Plummer shared that the draft for the electronic records rack card is being reviewed by the Ohio History Connection's Marketing Department and she is checking with them about having it printed. Davidson asked if next year's budget will be different from this year's. Previts replied that it should be because the board has requested funding for new award and scholarship programs. Hofner asked when the board will hear about next year's funding. Previts replied that it usually is in late November or early December.
- d. Committee and Organizational Updates: Badenhop reported that the County Archivists and Records Managers Association (CARMA) met on Friday, October 18, at the Licking County Administration Building in Newark, Ohio, with approximately 40 attendees. It was noted that there were a few first-time attendees at the CARMA meeting. It was reported that both the Fairfield County and the Licking County Records Center & Archives are now open.

Mark Conrad reported that the CARMA brochure is finished and ready to be distributed. It has also been posted online for download.

Previts attended the CARMA meeting and reported that the State Archives has hired a new government records archivist – Wendy Korwin. He also reminded members that October is archives month. Stephen Badenhop gave the members an update on OHRAB.

At the CARMA meeting Jen Haney-Conover reported that the 2020 NAGARA conference will be held in Denver, Colorado and the conference will be held July 7 to July 11. The 2021 NARAGA conference will be held in Cincinnati, Ohio, and she encouraged NAGARA members to assist with the 2021 conference. She also mentioned that NAGARA is sponsoring two internships for institutions who have employees that are members of NAGARA. Preferred recipients are institutions that have limited staffing and funding but need assistance.

Badenhop said that Mark Conrad reported to CARMA on a few pieces of legislation that are currently pending in the state legislature. Among them are HB 61 which exempts the familial addresses of individuals in certain occupations from the public records law. SB 160 was introduced, which allows for the expungement of certain records after a pre-determined amount of time. HB 176 makes certain records of a Convention and Visitors Bureau public when elected officials sit on the governing board and when there is a lodging tax enacted that funds the operations of the CVB. Finally, HB 185 requires meetings of JobsOhio to be public and makes certain records of JobsOhio public.

Badenhop reported that Sophia McGuire-Jewell, former Licking County Records Manager and Archivist, gave a presentation at the CARMA meeting on the building and creation of the Licking County Records Center & Archives facility.

Badenhop said that the CARMA Record Retention Schedule (RC-2) Sub-Committee, headed by Tina Ratcliff, is still working to update record retention schedules. The schedules, once complete, are being posted on the Ohio History Connection website. She reported that the Committee had updated the Jobs and Family Services schedule. The Committee is in the process of working on the Aging (Senior Services), Agricultural Society, Child Support Enforcement Agency (CSEA), Emergency Management Agency (EMA), Common Pleas Court, Juvenile Court, Land Bank, Transit Authority, Port Authority, Public Parks and Water & Sewer District suggested record retention schedules. They are also working on reviewing the Auditor and the general records retention schedule.

Debra Willaman and Teresa Corall were appointed to be members of the nominating committee of the election of new CARMA officers to be held at the spring meeting. The spring CARMA meeting will be held at the Ohio History Connection in Columbus, Ohio, on April 24, 2020.

Badenhop reported that the CARMA meeting concluded with a tour of the Licking County Records Center & Archives.

Ratcliff next reported on the OHRAB Awards Committee. She mentioned that there were six nominations for the Archival Achievement Award: Ashtabula County for preserving naturalization records, the City of Centerville for digitizing records, the City of Westlake for digitizing records, the Harris-Elmore Public Library's Grace Luebke Local History Room for its library renovations, Fairfield County for their records center and archives, and the Lakewood Historical Society for improving its records storage and archives. Ratcliff shared the nomination forms with board members. The board chose the City of Westlake and the Lakewood Historical Society as the recipients. Badenhop mentioned that the second plaque can be paid for with unspent travel funds.

Ratcliff then reviewed the 2020 OHRAB awards committee calendar. She mentioned the December 1st announcement of the spring scholarship opportunity might have to be delayed pending notification from the National Historical Publications and Records Commission on the 2020 OHRAB operating grant. The board confirmed that the professional development grant should have two application opportunities, once in the spring and fall. There is \$1,200 total for up to four \$300 scholarships. Ratcliff mentioned that the Ohio Local History Alliance provides a monetary award for institutions to post digitized records on *Ohio Memory*. Davidson said that OHRAB explicitly prohibits regrants funding from going to *Ohio Memory* because of the potential conflict of interest with Ohio History Connection. Pollitt added that the digital hubs that the Columbus Metropolitan Library and other public libraries operate could also be used for digitization by grant recipients. Plummer asked if there is a digital hub for southeast Ohio. Pollitt responded that the Columbus Metropolitan Library digital hub includes southeast Ohio. Sweetser asked if she could help review the professional development scholarship applications and will be joining the awards committee. Hays asked for a description of the professional development scholarship to distribute and Ratcliff will send it to the board.

Heise gave an update on the citizen archivist transcription project. She had talked to Lily Birkheimer of the Ohio History Connection's Digital Services Department about their World War I transcription project. Birkheimer

provided information on the platform and the code they use. Ratcliff asked what the platform does. Heise responded that it connects images in Content DM to transcription code, where it can be transcribed and moderated. The code is available on GitHub. Sweetser asked what OHRAB's role will be in this. Heise replied that OHRAB could help connect institutions with transcribers, particularly smaller institutions that need help with transcription projects. Roulett asked if the Ohio History Connection could provide a manual on how it works. Heise responded that the manual might not help without the technical expertise. Pollitt mentioned that the Columbus Metropolitan Library was considering facilitating a transcription project through Word documents. Hays said the transcription project could focus on southeast Ohio collections. Pollitt suggested checking with past grant recipients that have digitized records needing to be transcribed. Badenhop suggested checking with local historical societies for material relating to the women's suffrage or temperance movements. Plummer said she will talk to the Ohio History Connection Digital Services staff about how OHRAB could help with the transcriptions.

Davidson gave an update on the regrants program. He said the regrant recipients are working on their projects and can contact us with any questions that they have. He also mentioned that the regrant committee is working on revising the 2020 application packet. He said that the goal is to get more applicants and better applications. In particular, there is a need for applicants to provide more information on their digitization practices and standards. Hays asked if the regrants could be offered twice a year since this year there were more applicants for the second round than the first. Ratcliff asked if projects could be highlighted on OHRAB's website leading up to the grant announcement. Davidson replied that some final reports have included before and after photographs that would show the success of projects. Hays asked if the beginning of the year was a difficult time for organizations to prepare grant applications. She asked if the deadline could be adjusted. Badenhop suggested announcing the grant opportunity on February 3, grant applications are due March 28, the grant recipients are announced on April 24 and projects begin May 1. The board agreed with this schedule. Sweetser suggested that the application packet could still be made available on the website in early January.

ACTION ITEM: Ratcliff will order the achievement award plaques, notify the applicants and make announcements about the achievement award winners.

ACTION ITEM: Ratcliff to send board description of the professional development scholarship.

ACTION ITEM: Plummer to talk to Ohio History Connection Digital Services staff about how OHRAB could help with transcription project.

[Adjourned for lunch at 11:45 am]

IV. New Business

Davidson mentioned that Roulett created a postcard to advertise the grant opportunities. Roulett said that she wanted to provide information but not overwhelm with text. Hays suggested adding that the grant application is available on OHRAB's website. Davidson asked if it could be mailed as a postcard. Roulett suggested checking with the Ohio History Connection's Marketing Department.

[Dressler joined the meeting by phone]

Davidson said that another item for New Business is measuring the impact and effectiveness of the board's programs. Previts added that this is in response to feedback received on the board's 2020 grant application to the NHPRC. Hofner mentioned that in the last three decades there has been more attention paid to records management so the word must be getting out to government offices. Pollitt asked if there was feedback from the electronic records training participants. Roulett mentioned sending out a survey. Badenhop mentioned that it is difficult to measure the publicity received by the archival achievement award winners. Pollitt asked if there are statistics on the number of website visitors. Roulett and Ratcliff mentioned counting the people attending the board's programs. Heise asked about defining "effectiveness." Kelly asked who suggested this and Previts replied that it was a reviewer's comment on our grant application. He said that the board does not necessarily need to provide answers right now but this should be kept in mind for OHRAB's programs. Roulett suggested keeping running statistics on OHRAB's programs. Badenhop mentioned that regrant recipients who have received multiple grants to build upon their past successes are a way to measure the impact of the program. Hays said that scholarship recipients can provide a report on their scholarships. Davidson mentioned publicizing students and part-time workers who are involved in grant projects and then get full time jobs. Ratcliff said the scholarship recipients could send the board copies of any publicity they receive, as the archival achievement award recipients do. Badenhop asked if regrant recipients who have digitized records could let the board know how many visitors they have to their sites. Davidson said OHRAB could ask regrant recipients for a status report on the year following the project.

Plummer asked what counties the archival internships would be in. Previts replied that there are six or seven counties in southwest Ohio, including Hamilton, Warren, Butler and Clermont.

Hays mentioned that Dressler will be a panelist at a conference at Case Western Reserve University on October 26 discussing working with volunteers and students in archives.

Previts will send out the link to the recording of the Council of State Archivists' SHRAB town hall webinar. During that webinar there were speakers from three shrabs discussing their traveling archivist programs.

ACTION ITEM: Ratcliff will ask the archival achievement award recipients if they have received any publicity and share how the award has impacted them.

ACTION ITEM: Previts will check for OHRAB website statistics.

ACTION ITEM: Previts will send out the link to the SHRAB town hall webinar recording.

V. Closing

Ratcliff motioned to adjourn; Heise seconded; all in favor at 1:30 p.m. The next meeting will be held Friday, January 31st at the Ohio History Center in the 3rd floor Cardinal Classroom from 10:00 a.m. – 2:00 p.m.