

# OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, April 26, 2024

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BOARD MEMBERS PRESENT: Tina Ratcliff, Brenda Ransom, Robin Heise, Virginia Dressler, Tami Kelly, Michelle Sweetser, Lisa Smilnak, Chris Shaw, Meghan Hays, Linda Swanson, Bill Modrow, Fred Previts, Connie Conner

BOARD MEMBERS NOT PRESENT: Megan Wood

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## I. Welcome

- a. Ratcliff called the meeting to order at 10:05 a.m. Brenda Ransom was welcomed to her first meeting as representative from Ohio County Archives and Records Managers Association (CARMA).

## II. Consent Agenda

- a. Conner had sent the minutes of the previous meeting to the board for review. Ratcliff included a report on the Ohio Electronic Records Committee meeting and orally summarized the CARMA spring meeting discussion changes to Ohio Supreme Court Rules of Superintendence Rule 26, America 250-Ohio programs and the future of microfilm.
- b. Sweetser moved to approve the minutes and Modrow seconded the motion.

## III. Strategic Discussion

- a. OHRAB Budget: Previts sent out the updated 2024 budget. Ohio History Day awards of \$200 will soon be spent. \$30,041.92 was spent on regrants. The proposed 2025 and 2026 budgets have been submitted to the National Historical Publications and Records Commission (NHPRC) as part of the board's grant application. Ratcliff explained that there is a cap of \$40,000 on funding per year for these grants from the NHPRC, so we have submitted a two-year budget of \$80,000 to allow us to spend more in 2025. Swanson commented that the January minutes indicated we intended to give out two \$600 Professional Development awards. Ratcliff explained that since our budget submitted for 2024 included four awards of \$300 we had to keep those amounts this year.
- b. Membership: CARMA elected Brenda Ransom as their representative to OHRAB. The Governor has not yet approved Helen Conger's appointment to the Board. Janet Carleton suggested a candidate from Ohio University, Greta Suiter, for the other vacant gubernatorial appointment. Suiter accepted and is also awaiting approval by the Governor's Office. Hays moved to reappoint at-large member Sweetser, whose term ends this year in May. Dressler seconded the motion and the group voted to reappoint her. Kelly has already been reappointed by the Municipal Clerks Association and Dressler has been reappointed by the Cleveland Archival Roundtable.
- c. Committees and Organizational Updates: Ratcliff reported for the Awards Committee that she and Shaw attended the Ohio History Day state contest on April 20. They presented an award for the documentary "Collinwood Disaster: The First School Fire in

American History” in the Junior Division and for the website “Turning Points & Turning Joints: The Beneficial Impact of the War on Prosthetic Innovation” in the Senior Division. Previts will check on the protocol for what personal information can be included in public posts about student projects. Smilnak will deliver the Archives Achievement Award to the Bay Village Historical Society at a city council meeting. The Professional Development Scholarship application deadline is April 30.

Dressler reported that the Grants Committee met this week to review 20 applications. There was a good mix of types of organizations applying and the total requested was more than \$64,000. Eleven grants were funded. Ransom agreed to join the Re-grants Committee.

For the Advocacy Committee, Sweetser presented an updated draft OHRAB brochure and was asked to spell out the name of NHPRC at least once in the brochure. Funding for printing the brochure is included in the proposed 2025 budget, but the brochure can be made available online beforehand. Conner reported that Statehood Day was cancelled because of conflicts with a memorial service for former legislator Stanley Aronoff. She also mentioned that data gathered from last year’s fellowship has been posted on the OHRAB website.

- d. Brianna Trelevan, Executive Director of the Shaker Historical Society, and Rachel Sykes, Technical Services Assistant at Case Western Reserve University and former institutional archives intern for the Shaker Historical Society, presented “Designing and Sustaining an Institutional Archives” about their 2023 OHRAB regrant project organizing an institutional archive. The Shaker Historical Society was founded in 1947 and moved to Myers Mansion in 1969. It has scrapbooks from that period, but scattered materials after that time. With the OHRAB funding Phase 1 of the project established an institutional archive, with Sykes inventorying 30 cubic feet of material and processing it to 12 cubic feet. Phase 2 sustained the archives with Sykes creating an archives policy, records retention schedule, CatalogIt record and board training.

#### **IV. New Business**

- a. Ratcliff discussed the letter she wrote on behalf of OHRAB regarding the Supreme Court Rules of Superintendence Rule 26 revisions to records retention. In the letter she expressed concern about the removal of guidance and standards for managing court records and the removal of the Ohio History Connection’s review of records that have met their retention and were created before 1960 or have a retention over 10 years. The CARMA Retention Committee also discussed the Supreme Court’s revision and also submitted comments on the changes, as did the Ohio History Connection State Archives and individual county records managers.
- b. Ratcliff shared that she will give a presentation on OHRAB grants to Ohio Digital Interest Group (Ohio DIG). It will be based on the presentation given to the Society of Ohio Archivists last year.
- c. Ratcliff indicated that the America 250-Ohio plans are developing, and it might be good to have another presentation from its staff in October.
- d. The next OHRAB meeting will be virtual on July 26.

- V. **Closing:** Modrow moved to adjourn and Smilnak seconded. All approved and the meeting concluded at 2:00 p.m.