

California Historical Records Advisory Board
Meeting Minutes
November 14, 2011

Location: Secretary of State's Office, Sacramento

Members Present: Stacey Aldrich, Peter Blodgett, David Drake, William Estrada, Wendy Franklin, Sue Hodson, Jim Hofer, Ilona Koti, Nancy Lenoil, Laren Metzger, Chuck Wilson, Claude Zachary

Member Absent: Gabriele Carey

Guests: Rebecca Wendt, Sherrie Lujan, California State Archives

State Coordinator Nancy Lenoil called the meeting to order at 10:00 a.m.

Welcome

Nancy welcomed State Librarian Stacey Aldrich to the meeting and asked the board members to introduce themselves.

Approval of Minutes

Laren offered a minor amendment to the minutes of July 25, 2011.

A motion was made by Chuck and seconded by Sue to approve the minutes of July 25, 2011 as amended. The motion passed unanimously.

SNAP Grant

Laren provided a status report about the current SNAP grant. Tom Wilsted continues to offer the grant writing course. He has now presented two in-person grant writing workshops and four grant writing webinars. He will offer one more webinar on this topic prior to the completion of the project in December 2011. After the grant has ended, the grant writing workshop/webinar will continue to be offered periodically.

Next SNAP Grant

The next SNAP grant application was submitted by Laren and Rebecca in early September 2011. In keeping with the board discussion in March, this grant will focus on the development of an electronic records workshop. A consultant will be asked to develop two courses: one will be an introduction to the management and preservation of electronic records; the other will offer the basics of digitizing records. If funded, an RFP will be distributed to selected consultants as soon as possible.

Review of Grants: Documenting Democracy

RH-50010 UC-Santa Cruz, Lick Observatory Archive

While the records are valuable, the processing backlog will only be slightly reduced. The Greene-Meissner processing approach is not really appropriate for all these small collections, especially with glass plate negatives and other photographic formats that may need item-level description. There is a lack of details in the budget, in particular, about the software purchase. This proposal might be better submitted to a science agency. More information is needed about the content of the collection and its usage.

A motion was made by Peter and seconded by Ilona to reject the application. Yes-11; No-1

RH-50011 University of Southern California, One National Gay and Lesbian Archives

Claude recused himself.

The records are significant and the proposal is strong. It is uncertain whether the Greene-Meissner processing methodology will work well with these kinds of smaller collections. In several places, it is difficult to make sense of the applicant's math. The collections may require preservation work, which could alter the plan of work. The supply budget of \$1500 seems rather low.

A motion was made by Peter and seconded by Chuck to recommend that the applicant revise the proposal and resubmit at a later date. The motion passed unanimously.

RH-50026 UC-Berkeley, Him Mark Lai Processing Grant

It's not clear whether 1.5 PYs are needed or perhaps more. The records are significant to an understanding of the Chinese-American history nationally. Due to the language issue, the processing work will be slow, especially with the newspaper clippings. The 6500 total hours required to process the collection doesn't jive with the staff hours in the budget. This suggests that students or volunteers will be used, but they are not mentioned. As written, the work cannot be accomplished in one year.

A motion was made by Peter and seconded by Chuck to recommend that the applicant revise the proposal and resubmit at a later date. The motion passed unanimously.

RH-50035 California Preservation Program, California Audiovisual Preservation Project

Nancy, Laren, Stacey, and Wendy recused themselves.

There is no background information about the California Preservation Program, which is an oversight. There are no details about the digitization standards that will be used or any explanation about the METS schema. The consultant rate for Ogden is rather high for NHPRC projects. There is no description as to who will pay for storage costs in the future.

A motion was made by Chuck and seconded by Peter to reject the application. The motion passed unanimously.

The board paused for lunch at 11:58 p.m. and reconvened at 12:43 p.m.

RH-50038 UC-Berkeley, Bancroft Library, Pat Brown Papers

There was a question about the national significance of the papers. A consensus emerged that the records were important because California often served as a model to other state and communities throughout the country. The supply budget is on the short side and should be redone. Overall, the proposal is well written. The Bancroft has capable staff to complete the project successfully.

A motion was made by Chuck and seconded by Laren to fund the application. The motion passed unanimously.

RH-50039 UC-Berkeley, Environmental Design Archives, Providing Access to Architectural Records

David recused himself.

This is a strong proposal and well written. The records have national significance. The project is strong on standards and has a solid plan of work. The proposal connects with current trends regarding community development and housing for seniors.

A motion was made by Chuck and seconded by Wendy to fund the application. The motion passed unanimously.

RH-50042 Pacifica Foundation Radio Archives, American Women Making History and Culture

There was an issue about selecting a vendor in Philadelphia when some company may be available locally. The costs for shipping the records across country are rather high. The records are important and could have a wide impact on research in many areas. There is concern over the copyright of the materials since the applicant does not have clear title to everything in the collection. It is uncertain why four copies need to be distributed to other repositories. This seems a bit of overkill. It is inappropriate to count the 40% vendor discount as an in-kind contribution.

A motion was made by Chuck and seconded by Sue to recommend that the applicant revise the proposal and resubmit at a later date. The motion passed unanimously.

RH-50043 Center for Study of Political Graphics, Political Posters: Processing and Access

The records have national significance. Overall, this is a good proposal, but there is no plan to eliminate the processing backlog. The budget projects an optimistic forecast. Transferring the Excel information to MIMSY is a good plan. This is large volume of material to process in two years. Third party contributions are tied to matching funds that have not yet been obtained.

A motion was made by Peter and seconded by Chuck to fund the application. The motion passed unanimously.

Laren asked the members to send him the completed rating forms with comments no later than December 13th.

NHPRC Funding

It is uncertain what level of funding NHPRC will receive for the next fiscal year. The House has recommended one million while the Senate and President have proposed five million. A conference committee will likely meet in the near future to determine funding levels. Significantly lower funding would impact the work of the state boards.

Action: Nancy asked Laren to send members a letter from NHPRC explaining its decisions relative to the NHPRC review of California applications submitted in October 2010.

CHRAB Membership

At the end of this year, Bill, Claude, and Peter's first terms will end. The bylaws permit a second term. Peter agreed to a reappointment as an at-large member. Bill and Claude will let Nancy know soon so that members can be reappointed/appointed before a possible February 2012 meeting. Chuck, Jim, and Gabriele's second terms will conclude at the end of 2012.

David is retiring from NARA soon, but will continue his membership on the board. Ilona is moving to Rome for two years for a position with the United Nations. She also will continue as a member of the board, participating by conference call.

Reports from State Agencies

State Archives

Nancy referred members to her report. She noted that there is no end date to the processing backlog project as funding support continues.

State Library

Stacey indicated that despite some issues with the Library and Courts Building project, the renovation is still on track with about eighteen more months to go. About 18,000 linear square feet of space has been lost due to moving HVAC equipment into the stacks. The Sutro Library move to San Francisco State University is nearly completed. The Library is digitizing more of the library collection in partnership with the Internet Archive. Rare and requested materials like the WASP newspaper are being digitized first. The State Library is also working on how to deal with large collections like *London Times* newspaper. Gary Kurutz recently retired and The California History Room has been named in his honor. The State Library is concerned about the potential of AB121, the trigger bill, which will affect the State's ability to meet its maintenance of effort requirements to receive federal LSTA dollars.

State Parks

Wendy reported that 70 parks are still scheduled to be closed in the near future, including a number of historic parks. Three have national historic landmark status, including Jack London State Historic Park, the Petaluma Adobe, and the Stanford Mansion. Parks has been working to find partners who are able to take over some of the park operations. An agreement has been reached with the National Park Service to operate three parks. The Public Works Board has

approved the new collections facility, which will bring together all the storage facilities in the Sacramento region. The new facility will be located at the McClellan Business Park.

Reports from Other Organizations

Society of California Archivists

Sue noted the Society's 2012 annual meeting will be held in Ventura on April 26-28. SCA elections are about three months away.

USC

Claude said that the LA as Subject Archives Bazaar held at USC was very successful. About 1200 people attended and 81 vendors. Christopher Hawthorne of the *Los Angeles Times* was the keynote speaker.

California Council for the Promotion of History

Chuck indicated that CCPH will have its 2012 annual meeting in October in Woodland. He noted that he has been unable to generate much interest from the membership for participation in CHRAB.

Records Management

Iona noted that ARMA had its 56th annual conference with about 3000 people attending. ARMA has developed a new tool called GARP.

Local Government

Jim indicated that this continues to be a difficult time for city and county programs because of the economy. Riverside County has an eight million dollar projected budget deficit. He described a replevin issue relating to early county cattle brands that are in the possession of the heirs of a former county employee. Contact with the heirs has not been fruitful to date and now the issue is likely to be resolved legally. Members offered their support and ideas about how to recover the records.

National Archives

David stated that NARA-San Bruno's director of archives was very impressed with Family History Day. David's current position will not be filled when he retires. David Piff, the Assistant Regional Administrator, will take over certain responsibilities.

Next Meeting

It was agreed that the next meeting will be held in Southern California sometime in February 2012, pending NHPRC funding.

Adjournment

A motion was made by Chuck and seconded by Jim to adjourn the meeting. The motion passed unanimously as amended. Nancy adjourned the meeting at 2:25 p.m.