

**California Historical Records Advisory Board
Meeting Minutes
November 15, 2012**

Location: Secretary of State's Office, Sacramento

Members Present: Peter Blodgett, Gabriele Carey, David Cismowski, Sue Hodson, Jim Hofer, Paula Jabloner, Nancy Lenoil, Laren Metzger, Chuck Wilson, Claude Zachary

Member Absent: Gwen Granados

Member Participating by Phone: Ilona Koti

Guest: Rebecca Wendt

State Coordinator Nancy Lenoil called the meeting to order at 10:04 a.m.

Welcome of New Members

Nancy welcomed two new members to the Board. David Cismowski is the representative of the State Library. Gwen Granados, who was unable to attend the meeting, is a new at-large member.

Approval of Minutes

A motion was made by Jim and seconded by Gabriele to approve the minutes of July 26, 2012. The motion passed unanimously.

SNAP Grant

Laren provided an update concerning grant activities. The first electronic records management (ERM) workshop was held at USC on September 13, 2012. The program was well received and attracted a full house for instructors Lori Ashley and Charles Dollar. The first electronic records management webinar is being offered currently. The first session of the two-part webinar was delivered on November 9th; the second session will be offered on November 16th. Nineteen people participated in the first session. The ERM workshop and webinar will be offered by Rebecca Wendt in 2013. Dates and venue have not yet been determined. Lori and Charles have nearly completed a draft of the curriculum for the digitizing historical records workshop. It is expected to be finished in early 2013.

Review of NHPRC Grant Applications

Pacifica Radio Archives

This is a resubmission of a proposal that was presented last fall. The consensus was that the current version was a big improvement and that the applicant addressed most of the concerns raised by the board last year. Copyright is still a major issue. The applicant references a white paper on the topic produced by a law firm, but the document does not contain specifics about the

applicant's collections. There are also concerns about the budget, including a \$3400 contribution by a third party that is not explained. More information is needed about the role of Adi Gevens, Project Coordinator.

A motion was made by Peter and seconded by Chuck to recommend funding contingent on the applicant providing a fuller statement about copyright. The motion passed unanimously.

Visual Communications

This is a very confusing and poorly organized proposal. It is not clear what the director will do during the project since her role is so broadly defined. The applicant is asking for federal funding to cover the salaries of existing staff, which is a concern as is the sustainability of the project once the grant funds have ended. Copyright is an issue as this topic is not adequately addressed in the proposal. There is much information about the collection missing, including the total volume and rate of processing that will be used. There is no explanation about the \$100,000 third party contribution. Is this contingent upon receiving the NHPRC funding? This is a sizeable chunk of the project budget and should have received some mention.

A motion was made by Sue and seconded by Chuck to recommend that the applicant revise and resubmit the proposal at a future grant cycle. For: 8 (Chuck, Gabriele, Sue, Ilona, Laren, Claude, Paula, David); Against: 3 (Nancy, Peter, Jim)

University of Southern California

Claude recused himself from a discussion on this proposal.

This is well written and organized application. The records are significant and greater access to them will support a better understanding of the architectural and cultural history of Southern California. The project staff is experienced and the plan of work is solid.

A motion was made by Chuck and seconded by Sue to recommend funding. The motion passed unanimously.

Asian Pacific American Legal Center

Gabriele recused herself from a discussion on this proposal.

There is a concern about the sustainability of the proposal. Given the tenuous financial situation of the applicant, it might be prudent for the applicant to consider a partnership with another organization, such as the ACLU. It is not clear what the role of Ms. Chang is. She appears to be a subject matter expert. The volume of records to be addressed is unknown. It would be better for a survey of the collections to be done first as a separate project rather than doing it as a phase of the proposal. The issue of legal restrictions is not adequately covered. There is no preservation assessment.

A motion was made by Chuck and seconded by Peter to recommend that the applicant revise and resubmit the proposal at a future grant cycle. For: 9 (Chuck, Nancy, Peter, Sue, Ilona, Laren, Claude, Jim, David); Against: 1 (Paula)

NHPRC Funding

Nancy reported that funding for the commission in the next federal budget cycle is still undetermined and will wait until a new Congress takes up the budget next year.

Deputy State Coordinator

Nancy indicated that effective January 1, 2013 Rebecca Wendt would assume the role of Deputy State Coordinator. Laren will continue to administer the current SNAP grant through to its completion in December 2013.

Election and Appointment of New Board Members

Nancy summarized the backgrounds of those who had indicated an interest in serving on the board. She recommended that Jean Pasco, Orange County Archives, replace Jim as the Local Government representative and Nancy Enneking, Getty Institute, replace Gabriele as an at-large member. The California Council for the Promotion of History has appointed Pat Johnson, Center for Sacramento History, to replace Chuck. State Parks has been contacted to designate someone to replace Blaine Lamb.

A motion was made by Claude and seconded by Chuck to accept Nancy's recommendations. The motion passed unanimously.

Reports from State Agencies

State Archives

Nancy referred members to her report. The Archives' budget for external consultation, which includes money to hire students to work on the processing backlog project, has been reduced from \$247,000 last year to \$77,000 for the budget year. It is not clear why this was done, but it will obviously have a major impact on processing work.

State Library

David reported that Stacey Aldrich, former State Librarian, has accepted a similar position with the State of Pennsylvania. No word yet on when a new State Librarian will be appointed by the Governor. The Library has lost all of its students and half of its retired annuitants. The budget has been severely cut resulting in the loss of ten positions, a number of journal subscriptions, and several databases. Renovation of the Library and Courts building is nearly complete. All collections temporarily moved to West Sacramento should be returned to the building within six months. The renovation work decreased space for collections by twenty per cent which has been mitigated.

State Parks

Nancy noted that a new director was just appointed by the Governor. Blaine Lamb has retired.

Reports from Other Organizations

Local Government

Jim indicated that the replevin issue in Riverside County, involving livestock brands, has not yet been settled and now seems likely to proceed to trial. Jim noted that the *Los Angeles Times* recently reported that ten courthouses in Los Angeles County will be closed in the near future.

California Council for the Promotion of History

Chuck reported that the annual meeting was held in Woodland this year in October and was successful.

Society of California Archivists

Sue indicated that the Society's board has sent a letter opposing the closure of the Georgia Archives. The oral history brochure will soon be reprinted. A speaker's bureau will be developed in 2013. Two fall workshops were offered recently, one on born digital records and the other about description. The 2013 annual meeting will be held in Berkeley. The next Western Archives Roundup will be held in Denver in 2015. Strategic planning work is ongoing. Chuck and Sue encouraged all members to complete the online survey.

California Association of Museums

Paula reported that the next annual meeting will be held in Santa Barbara. A biweekly newspaper has been developed and is very useful. The Connecting to Collections project has presented 18 workshops to date. CAM continues to be very active on the legislative front.

At-Large

Gabriele noted that she is now working part-time and has given up her management responsibilities. She is now working as a senior archivist.

Records Management

Iлона indicated that ARMA is no longer able to use the GARP acronym in its promotions. AIIM has issued its own records management certification, although it is not widely used or accepted yet.

Next Meeting

The next meeting will be held in Southern California in late February or early March 2013. Both the Huntington Library and USC were offered as meeting sites.

Adjournment

A motion was made by Jim and seconded by Chuck to adjourn the meeting. The motion passed unanimously. Nancy adjourned the meeting at 2:05.