

**California Historical Records Advisory Board
Meeting Minutes
February 3, 2006**

Place: Secretary of State
2nd Floor Boardroom
1500 11th Street
Sacramento, CA 95814

Members present: Gary Brutsch, Pauline Grenbeaux, Jim Hofer, Gary Kurutz, Waverly Lowell, Jennifer Martinez, Leslie Masunaga, Laren Metzger, Charles Palm, Hynda Rudd, Chuck Wilson

Members absent: Gary Kurutz

Staff present: Sherrie Lujan, Executive Assistant

Laren Metzger called the meeting to order at 10:01 a.m.

The minutes of October 13, 2005 were approved unanimously without change.

There was no public comment.

The California Historical Records Advisory Board (CHRAB)

Laren noted that CHRAB has always been part of another body, namely, the California Heritage Preservation Commission, but the latter no longer exists. Under federal regulations, CHRAB has the authority to do a number of fairly broad activities, although it has limited itself to the review of NHPRC grant applications emanating from California repositories. The bylaws give CHRAB the opportunity to do the following: 1) To serve as the central advisory body for historical records planning in California; 2) To review grant proposals submitted to NHPRC from organizations around the state; 3) To coordinate and facilitate cooperation among historical records repositories; and 4) To promote the improvement of archives and records management programs and practices in California.

Grants

Laren proposed that as applications are funded by NHPRC, depending on the nature of the project and the geographic constraints, that every board member may become a liaison to a project to be there as a resource and to gather information from them during the course of the project. This is an opportunity for the board to become directly involved in the implementation of the NHPRC projects. Currently, there are seven or eight projects. Most projects are for about two years.

State Archives Update

The Archives and Museum Division has a new name. It is now called the Archives Division, which truly reflects the work of the division. Doug Stone was let go as of last August and a search for his replacement is

underway and hopefully by the end of this month a decision will be made. Lucy Barber, who was the coordinator for the electronic records program, has been hired to be the director of technological initiatives at NHPRC.

The Archives has received an augmentation to its budget for the next fiscal year that starts on July 1, 2006 to address the processing backlog, which is 32,000 cubic feet or about 36% of total holdings. The Archives will hire twelve part-time students for seven years who will be solely dedicated to processing. In addition, a permanent archival position will be added largely directed to the processing program.

Secretary McPherson was responsible for getting the proposal through. A motion was made that the board send a statement of appreciation to the Secretary for his efforts in this regard. (Moved by Charles Palm; seconded by Gary Brutsch; motion carried.)

The Archives received \$221,000 from NHPRC last November for a Geospatial Records Project that will begin in April of this year. There are two components to the project: to test the recently emerged standards and protocols for handling geospatial records developed at the San Diego Super Computer Center; and to take those standards and best practices and apply them to the appraisal and accessioning of geospatial records at the State Archives. During the project, staff will use the geospatial records from the State Resources Agency.

Dept. of Parks and Recreation

Pauline provided a summary of activities at the Dept. of Parks and Recreation. The Cultural Resources Division will soon be changing its name to the Division of Archeology, History, and Museums. Walter Gray will head the new division. The first major initiative for the museum side will be collections management. Some clarification is needed to distinguish among the different state agencies that keep historical materials, in particular, who keeps what and how the records are kept.

The Native American Heritage Center now under development will include cultural preservation activities and not just the display of artifacts. The site for this is in Sacramento on both sides of the American River. State and county officials are working together on this project, which is in the master plan process

California Museum for History, Women, and the Arts

The museum is alive and well with many people wanting to contribute. Claudia French is now the executive director of the museum. One of her primary tasks will be to focus on fund raising. She has worked in non-profit organizations for over twenty years. Ross McGuire is still the day-to-day manager.

NHPRC Reauthorization

CHRAP sent several letters to Senator Dianne Feinstein and other members of the California delegation supporting the reauthorization for the commission. NHPRC finally received reauthorization, including 5.5 million for grants and 2.0 million for administration.

CHRAP Grants

Administrative Grant

For the first time ever, CHRAP has received money for administrative support. NHPRC no longer approves more than one year for administrative grants, so the board received \$7,500 for 2006. The commission will likely

support another request for 2007. Unfortunately, the board will not be able to do this year after year. Administrative support grants are generally given for a period of time either during the early phase or the developmental phase of a state board. Eventually, the board will need to find some other source of funding. This may require some kind of legislation in order to receive state funding.

Regrant Project

Board staff has begun the process of creating forms and guidelines for the Regrant Project. Seven seminars will be offered at regional locations during March-April with a series of one-day basic archives workshops to follow over the next two years. The primary focus of the project, as determined by the previous board, is to provide funding to smaller local governments and historical repositories. The first cycle of applications will be due in October and considered by the board at its October meeting. A second cycle of applications will be submitted in January 2007. The board has \$100,000 to distribute, which will fund about eight to ten projects at \$10,000 to \$12,000 each.

Meeting Schedule for 2006

The bylaws require that one meeting be held out of Sacramento annually. Chuck Wilson has invited everyone to the County Assessor-Recorder facility in Riverside for the June meeting. Laren proposed that it would be an opportunity to invite projects that are in that region to attend our meeting as well as people that are interested in grants to share some of their concerns with us. Also, we could visit some local repositories in that area. Tentative dates for the meeting are either Thursday, June 8th or Friday, June 9th. Chuck Wilson will confirm one of these dates.

For the board's third meeting of the year, it has been proposed to meet in San Jose in October as part of the annual meeting of the California Council for the Promotion of History. A tentative meeting date of Thursday, October 26th was proposed.

Other Business

The Council of State Archivists (COSA) is supporting an initiative to improve conditions for local government record-keepers around the country. COSA will be forming task groups to study various aspects of local government archives and records management.

The two CHRAB vacancies that are still outstanding are the State Coordinator, which will be the State Archivist and the representative from the California Association of Museums (CAM).

Meeting Adjourned at 2:35 p.m.