

**California Historical Records Advisory Board**  
**Meeting Minutes**  
**October 26, 2009**

Location: Secretary of State's Office, Sacramento

Members Present: Peter Blodgett, Gabriele Carey, William Estrada, Wendy Franklin, Jim Hofer, Gary Kurutz, Laren Metzger, Charles Palm, Jane Rosario, Chuck Wilson, Jennifer Martinez Wormser

Members Participating by Telephone: Christine Figueroa, Nancy Lenoil

State Archives Staff: Sherrie Lujan, Rebecca Wendt

Guest: Lori Lindberg

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

### **Approval of Minutes**

Motion: A motion was made by Chuck and seconded by Gabriele to approve the minutes of June 25, 2009 as presented. The motion passed unanimously.

### **SNAP Grant**

Lori Lindberg provided a summary of her work to date on the 2008 SNAP grant.

Based on member input, the brochure has been revised and now is nearly complete. New resources have been added to the clearinghouse and will be sent to Laren in the near future. The curriculum for the workshop has been developed and includes a PowerPoint presentation, exercises, an instructor's guide, and a student handbook. The workshop will be divided into two sections. Laren noted that Lori would teach the first workshop in the near future with other board members providing instruction at seven additional workshops offered in various regions of the state. All workshops must be offered by June 30, 2010. Lori asked the members to provide her with any additional comments about the brochure and workshop as soon as possible. Lori left the meeting at this point.

Laren reported that NHPRC had approved the 2009 SNAP application for \$20,000. This project will begin in July 2010 and will focus on providing resources for grant funding.

Laren indicated that only about half of the 58 counties had provided information so far about a county historical records commission. Members felt it was important to still hold a meeting for those commissions that do exist, perhaps in conjunction with one of the regional workshops. There was some discussion about the nature of the meeting. Members noted that the commissions should provide input about what they want from a meeting.

Action: Members will send any comments about the commissions to Laren by the end of the first week in November.

### **NHPRC Grant Reviews**

San Jose State University: In general, the application seems sound, the records are significant, and the plan of work doable. There was some confusion about the level of cataloging that would be done. Was it folder level or item level? Some members wondered what we would get out of this project. No information was provided about the migration of digital records.

Fund: 10                      Reject: 1                      Other (resubmit): 2

Stanford University: Charles recused himself from any discussion of this proposal. The records are significant and the staff experienced. However, the plan of work should include more detail about the size of the collections and how public access will be achieved. There are several problems with the budget, in particular, the implication that the application is tied to funding anticipated from CLIR. If the CLIR money is not forthcoming, will the project still go forward?

Fund: 3                      Reject: 4                      Other (resubmit): 5

Los Angeles County Museum of Natural History: William recused himself from any discussion of this proposal. In general, this proposal is well organized, the staff qualified to carry out the work, and the records are important. There is some confusion about proposed item-level cataloging and the stated preference for Green-Meissner methodology, which emphasizes a higher-level processing. Christine wondered why the Dublin Core method is being utilized for photos. There was also some concern expressed about the use of Facebook.

Fund: 11                      Other (resubmit): 1

CSU-Bakersfield: The consensus was that this is not a well-written or organized proposal. Notably, there is no indication of university support so continuity of the program is uncertain. There is no mention of OAC. The supply list does not include folders and envelopes. It's not clear that staff know what they are doing.

Reject: 13

Mayme Clayton Library and Museum: This proposal has numerous problems. The plan of work needs more detail and seems overly ambitious. There is a question about access to the collections and qualifications of staff. Description of the collections is poor. The budget has a number of deficiencies, including figures that are inconsistent with the project narrative.

Reject: 13

The board paused for lunch at 11:45 a.m. The meeting resumed at 12:45 p.m.

UC-San Francisco: There is concern over the classification system that now exists. It is unclear whether the university owns the collection or not; no deed of gift is provided. The continuing role of the Hansen family is unsettling. There is little professional oversight of the collections. The plan of work notes that a survey will be conducted, but the description sounds more like creating database entries. Moving the collection with federal money is inappropriate. Tuition fees for the student should not be paid for with federal funds.

Reject: 12                      Other (resubmit): 1

Autry National Center for the American West: In general, the proposal is well organized, the plan of work sound, and the records significant. More detail is needed about the scanning work. It's unclear how the development of policies and procedures relate to reducing the backlog. More explanation is needed on this point.

Fund: 12                      Other (resubmit): 1

Fuller Theological Seminary: This is a weak proposal. It is unrealistic to expect to process 5,000 linear feet in one year. There is a lack of understanding about professional practices. The Associate Archivist lacks professional qualifications. The pay scale for project staff is low.

Reject: 13

Gay, Lesbian, Bisexual, Transgender Historical Society: The application is well organized and the plan of work is generally solid. There is a question about whether federal money should be requested to pay for a portion of the managing archivist position since this is an existing position of the organization. More information is needed about how the collections to be surveyed were selected.

Fund: 10                      Other (resubmit): 3

Action: Members will send their comments about the applications and signed rating sheets to Laren no later than November 15<sup>th</sup>.

### **Board Membership**

Nancy noted that the terms of four members are expiring at the end of December 2009. She has notified CCPH, but no word has yet to be received. Chuck has indicated a desire to continue as the CCPH representative. Likewise, the State Library has been contacted, but no response has been received. Jim and Gabriele have both expressed an interest in continuing in their positions on the board.

Motion: Chuck made a motion, seconded by Wendy, to reappoint Jim to the local government position and Gabriele to an at-large position on the board. The motion passed unanimously.

## **Vice Chair**

Nancy led a discussion about the desirability of having a vice chair position for the board. In particular, this person would be able to act on behalf of the board when Nancy and Laren are not in a position to do so.

Motion: Chuck made a motion, seconded by Wendy, that the bylaws be amended to include a vice chair position. The motion passed unanimously.

Motion: Chuck made a motion to have the vice chair selected by the board. The motion died for lack of a second.

Action: Nancy and Laren will draft an amendment to the bylaws that creates a vice chair or similar position and describes the duties of the position. The draft will be distributed to the members prior to the next meeting.

## **Legislation**

Nancy provided an update on state legislation of interest to the board. The replevin bill, AB 1245, has been signed by the Governor. It will take effect on January 1, 2010. AB 827, the bill relating to recording fees to support county records programs has been tabled. Consideration for the bill will be renewed next year. AB 985, a bill relating to real property files that contain discriminatory restrictions, has been vetoed by the Governor.

## **PAHR**

Nancy provided an update concerning the PAHR legislation pending before Congress. To date, no California representative has signed on in support of the bill.

## **Reports from State Agencies**

State Archives: Nancy referred members to her report that was distributed prior to the meeting.

State Library: Gary summarized the decline in resources for the State Library. Overall staff FTEs have decreased from 240 to 165. The Library is still waiting for a new State Librarian to be appointed. The main building is now vacant with most of the programs relocated to West Sacramento.

### State Parks:

Wendy reported that Parks has suffered deep cuts in the current budget and was preparing to close up to 100 parks. There has been a strong reaction from the public. More recently, the Governor has decided not to close parks, but still impose the same level of cuts. Service reductions are in place starting the last weekend in October. Former Assemblyman John Laird has proposed a "Parks Pass", which would create an additional fee on vehicle registration. All fees would go to Parks and all day use of parks would be free to state residents.

## **Reports from Other Organizations**

Peter noted that the Huntington has been very busy with Archives Month activities and developing a new exhibit on the Harlem renaissance. Bill mentioned that the annual Los Angeles archives bazaar was held at USC and attracted a number of organizations again this year. Jennifer indicated that SCA's 2010 annual meeting will be held in Seattle in conjunction with other western regional associations. Chuck noted that the 2009 CCPH annual meeting in Monterey, held earlier in the week, had been successful.

## **Other Business**

### CHRA B Retention Schedules

Laren asked for comments regarding the draft records retention schedule for board records. Jim asked that a retention source be noted for each entry. Several members suggested looking at federal retention guidelines to ensure that the schedule reflects federal requirements. It was also suggested that a list of Archival Award of Excellence winners be added to the board records.

Action: Laren will revise the draft and circulate it to members prior to the next meeting.

## **Next Meeting**

It was suggested that the February 2010 meeting of the board be held at the Huntington Library. Peter will determine if space is available on either February 2<sup>nd</sup>, 8<sup>th</sup>, or 9<sup>th</sup>. Bill will check the same dates for available space at the LA County Museum of Natural History.

## **Adjournment**

Motion: It was moved by Chuck and seconded by Peter to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:45 p.m.