

**California Historical Records Advisory Board**  
**Meeting Minutes**  
**July 25, 2011**

Location: Dellums Federal Building, Oakland

Members Present: Peter Blodgett, Gabriele Carey, David Drake, Sue Hodson, Jim Hofer, Ilona Koti, Gary Kurutz, Nancy Lenoil, Laren Metzger, Chuck Wilson, Claude Zachary

Member Participating by Phone: Wendy Franklin

Member Absent: William Estrada

Guest: Rebecca Wendt, California State Archives

State Coordinator Nancy Lenoil called the meeting to order at 10:02 a.m.

### **Approval of Minutes**

David offered a minor amendment to the minutes of March 7, 2011.

Motion: A motion was made by Chuck and seconded by Sue to approve the minutes of March 7, 2011 as amended. The motion passed unanimously.

### **SNAP Grant**

Laren provided a status report about the current SNAP grant. Tom Wilsted has now presented two in-person grant writing workshops and two grant writing webinars. He will be able to offer two more webinars 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 is due in early September 2011. Rebecca will assist Laren in writing the grant. In keeping with the board discussion in March, it was decided to focus on hiring a consultant to develop a workshop on electronic records. The 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. Gabriele suggested that it might be worthwhile to offer the webinars as online recorded presentations. Ilona indicated that William Saffady and David Stephens are two people we might want to consider as consultants. Adam Jansen, who developed the Washington State digital archives, also is a possible consultant. David noted that it might be wise to consider the use of sub-contractors as well. After some discussion, it was decided to continue to focus on local governments and the archival/historical community in the state as the target audience. It was stressed that the application will need to make the case as to how these courses will differ from others that are already available through

SAA, ARMA, and AIIM. A webinar is the preferred delivery tool, although the consultant will be asked to develop an in-person program as well.

Action Item: Rebecca and Laren will prepare a draft application for board review by mid-August.

### **Review of Digital Records Grants**

Bancroft Library: The San Francisco Examiner Nitrate Photograph Collection: A Rapid-Capture Digital Access Project

Claude asked whether the proposal met the NHPRC guidelines for this grant program, which require the digitization of complete series. The narrative suggests that only about half the negatives will be digitized. There was also a question about how the negatives were selected and a lack of clarity with the various ways the workflow numbers are presented. It appears that the project will utilize the information contained on the negative sleeves for metadata.

Despite these reservations, the board supported the basic work plan, emphasized the need to address the preservation concerns, underscored the significance of the material for research, and, in general, found the application to be well presented.

Recommendation: The board voted unanimously to recommend full funding.

UC, San Diego: Chicano Activism in San Diego and the American Southwest, 1964-2006

Chuck wondered why this proposal is able to digitize records at a significantly lower per item cost than the Bancroft Library proposal. It was suggested that this may be due to different types of materials being involved as well as an economy of scale. Peter noted that this is a significant collection and that researchers are increasing their level of interest in the topic generally. There was some question about the ambitious nature of the work plan and whether all the objectives could be accomplished. Wendy noted that federal money is being requested to cover a portion of existing staff salaries.

Overall, the board found the proposal to be well written with a comprehensive plan of work. Project staff seems capable to carry out the activities.

Recommendation: The board voted unanimously to recommend full funding.

Santa Clara County: Images of a Post-War County Government: The County Photographers' Collection

Everyone agreed that the significance of the collection overall is rather low. There is no evidence of a long-term preservation plan for the records. The outreach efforts proposed are weak and project staff is inexperienced. Wendy wondered about the merit of including 50% of the annual cost of the building lease as a cost-share item. The budget has a number of holes in it.

Recommendation: The board voted unanimously to recommend that this application be rejected.

The board paused for lunch at 11:50 a.m. and reconvened at 12:50 p.m.

### **NHPRC Funding**

Nancy indicated that Kathleen Roe, who is leading the advocacy effort on behalf of CoSA, NAGARA, and SAA, is hoping for a more favorable outcome in the U.S. Senate for the next fiscal year to begin October 1, 2011. It is anticipated that the floor vote in the House of Representatives will confirm the committee vote to reduce NHPRC funding to \$1 million. HR 2531, the measure introduced by Congressman Chaffetz that would eliminate NHPRC, is not expected to move forward. Nancy asked the board for direction.

Motion: It was moved by Chuck and seconded by Peter to authorize Nancy to write a letter on behalf of the board to the U.S. Senators from California in support of NHPRC. The motion passed unanimously.

Action Item: At the appropriate time, Nancy will prepare a letter of support for NHPRC addressed to U.S. Senators Feinstein and Boxer.

### **Reports from State Agencies**

State Archives: Nancy referred members to her report. In particular, she noted that SB 938, the bill that would have transferred the records management function of state government to the Secretary of State, has been put on the suspense file. It is unlikely that it will be addressed again in the current session.

#### State Library:

Gary noted that the State Library budget for local assistance programs have been cut from about \$30 million to \$15.2 million. These programs will also be impacted by AB 121, legislation tied to state revenue projections. The Library and Courts building project continues on track. The Sutro Library move to San Francisco State is scheduled for April or May 2012. Gary recognized the contribution of CSL staff member Sarah Boone, who designed the archival award of excellence certificate that was presented this year at the SCA annual meeting.

#### State Parks:

Wendy emphasized that over seventy state park facilities will be closed because of the poor budget situation. Included in this group are Jack London State Historic Park, the Petaluma Adobe, and the Stanford Mansion. Parks will sustain an \$11 million cut in the current fiscal year and another \$22 million for fiscal year 2012-13. Parks has three goals in closing facilities: to protect natural and cultural resources, to maintain public access to the greatest degree possible, and to protect the facilities so that they remain attractive to potential partners. Procedures are being developed to place the closed facilities in caretaker status. Some collections may be moved to Sacramento as a result. The new collections facility will be ready in about a year.

## **Reports from Other Organizations**

### Society of California Archivists:

Sue noted that the annual meeting in San Jose was very successful. Gabriele estimated that as many as 240 people attended. The Western Archives Institute concluded in Berkeley recently, its last year in the north for this cycle. The next WAI will be held at Cal Poly-Pomona. SCA President, Brad Bauer, has accepted a position in Washington D.C. at the Holocaust Museum. He will continue to serve as president.

### California Council for the Promotion of History:

Chuck indicated that the CCPH annual meeting will be held in Riverside at the end of October.

### National Archives:

David noted that Marcy Goldstein has been hired as the new Archives Director at San Bruno with a background in the private sector. He summarized the consolidation that is currently going on within NARA. Many senior staff are leaving, which will open up opportunities for other staff and younger members of the profession. David will be retiring soon, but indicated he wants to remain on the board. There was a consensus that this would be desirable. He also said that the last issue of Pacific Currents will be issued in October of this year.

### Records Management

Iiona indicated that ARMA International will hold its annual meeting in Washington D.C. this year.

### The Huntington Library:

Sue noted that the Huntington will have a “soft” unveiling of its digital library on August 1<sup>st</sup>.

## **Other Business**

Gary indicated that he is retiring from state service effective the end of August 2011. Gary began his service on the board in 1980.

## **Next Meeting**

It was agreed that the next meeting will be held on Monday, November 14<sup>th</sup> at the Secretary of State’s office in Sacramento.

## **Adjournment**

Motion: A motion was made by Chuck and seconded by Gary to adjourn the meeting. Peter offered an amendment to thank Gary for his contributions to the board and to express regret at his retirement. The motion passed unanimously as amended. Nancy adjourned the meeting at 2:25 p.m.