

INDIANA STATE HISTORIC RECORDS ADVISORY BOARD (SHRAB) MINUTES
Regular Meeting March 20, 2006

CALL TO ORDER AND ROLL

A meeting of the Indiana State Historic Records Advisory Board (SHRAB) was held Monday, March 20, 2006, in the Indiana State Library, Room 425. The meeting was called to order by Jim Corridan, State Coordinator. Members present constituting quorum: Phil Bantin, Indiana University; Tom Krasean; Stephen G. McShane, Indiana University Northwest Library; Sammie Morris, University Archives & Special Collections, Purdue University; Nancy Schuckman; Curt Witcher, Allen County Public Library. Jim Corridan welcomed the members to the Indiana State Historic Records Advisory Board first meeting and stated they were in their second incarnation, because years ago there was a similar organization with a different name. Members were then asked to introduce themselves.

Tom Krasean – involved with the Indiana Historical Society until September, 2005, when he retired after 28 years and has been involved with Indiana history for 40 years, starting in the State Library in 1965, served for a while as State Archivist and the University Archivist of Vincennes University and got into fund raising.

Sammie Morris – Purdue University, President of the Society of Indiana Archivists.

Nancy Schuckman – Private citizen from Vincennes and loves Indiana history and a member of the Grouseland Foundation, group that is conserving the Harrison home.

Curt Witcher – Allen County Public Library – 28 years there and involved with the Historical/Genealogy Department and has served on a number of national organizations dealing with genealogy.

Steve McShane – Calumet Regional Archives, IU Northwest, and has been there for almost 24 years.

Phil Bantin – University Archivist/Records Manager at Indiana University, Bloomington, and has been there since 1993. Before that, being from Wisconsin originally, and worked at Marquette University, UCLA and Boston College in his professional period.

Jim Corridan – Director of the Commission on Public Records and State Archivist for Indiana and because of this it is his opportunity to serve as the State Coordinator for this esteemed group.

Jim welcomed all of the members and thanked them for being here today and told them he appreciated their time.

STATE COORDINATOR'S REPORT

Jim Corridan presented a power point presentation which was in part put together by the Council of State Archivists (COSA) and the National Historical Publications and Records Commission (NHPRC), and the State of Indiana.

Jim suggested the SHRAB should be promoting practices that ensure preservation of and access to Indiana's public and private historical records. Later today we may review the grant for which Indiana applied to support the SHRAB itself and in it included funding to help promote Archives Week, to provide some funding for the Society of Indiana Archivists for their annual conference. We hope to collaborate with SIA. There is a lot of work for the SHRAB to do as you will see as we go through the meeting today. One of the key things we will need to do in the next year is develop a state-wide plan to determine what the condition of Indiana's historic record repositories

are, what are our biggest needs, what are our greatest opportunities, what do we excel at that we should strongly be promoting and how we can better share our collections and the information about them. The SHRAB is a mechanism to review the State's priorities through the grant process and our review of grant requests. We should be doing that on both access and also make sure that it matches up to our priorities.

Jim suggested the Board review the grant application filed on behalf of the SHRAB.

Jim distributed the blue booklet printed in 1989, entitled "Indiana's Documentary Heritage: Planning for the Future" which documents the shape of Indiana's records at that time.

Jim announced Archives Week in Indiana may be set in October, he does not have any preference, and the only reason it was set in December was he did not start as archivist until August and it was then tied into Statehood Day.

Review of Current Records Conditions - Jim stated the State Government records are probably in a varying degree of unhappy shape. State of Indiana statute requires all permanent records be microfilmed and maybe part of this he can learn from all the experts present, are the university institutions utilizing scanned images in place of permanent records and do those qualify as permanent records at your institutions? Phil stated he would speak for IU, yes and no, they are still microfilming. Microfilming is still, to his knowledge, considered the best preservation medium because of its stability over time, but more and more it is almost out of their control, units are relying on digital images for their so-called preservation medium copy, and he thinks that is the trend.

Curt Witcher stated the largest international microfilming entity, which is the Church of Latter Day Saints in Utah is converting right now to all digital cameras. They have 15 in the field right now and looking to replace all of their standard filming cameras with digital cameras within next six months.

Jim stated another issue we are trying to work on at the State level is critical records and that is how microfilm ties into this because we are trying to both identify which records in State Government would be necessary should we have to reestablish State Government. Jim stated one of our obligations at the State level is to make sure that Government does not stop just because there is a calamity. Jim stated one of the benefits of microfilm is, worst case scenario, we can go back to the microfilm vault, assuming it is still standing, and pull out microfilm and be able to read it where a computer may not boot up because there is no electricity. Phil stated it should be stored offsite as part of the disaster plan, and Jim stated the Archives is 8 miles away, which is probably not sufficient.

Curt asked Jim if counties had to adhere to the Commission by code? Jim stated yes and no. Each county shall establish a County Commission on Public Records and those Commissions then can adopt the retention schedules created by the State. When they do that, the State's regulations are in effect in those counties, so if a county never adopts those, then they are not applicable. When a county does adopt them, ICPR has leverage. The Indiana Supreme Court decreed that all naturalization records, are supposed to be the property of the State Archives. Jim stated there are still counties out there including his that still hold all their naturalization records and have no interest in transferring them. Jim stated there are also things the State Archives could be doing for counties to relieve their storage problems, but because we are not on the same page or do not understand each other we are not there, some courthouses are just overloaded with records and they do not understand they can get rid of some of it, it is past retention, it does not need to be

there, and the other piece of that is they can send it to us or they can microfilm it themselves and get rid of the originals, keep a copy of their master in our vaults no charge. Jim stated many, many counties are paying vendors to store their microfilm, monthly fees of \$100 - \$200, and ICPR does it for free.

Phil stated another area that needs definition is the relation between the State Archives and the public universities. He does not really know how much jurisdiction the Commission on Public Records has over these records. Phil stated that relationship needs to be better defined for the future, either sever the contacts or define it.

Jim stated State statute specifically says there are two entities that are outside the jurisdiction of this agency – the Indiana State Police criminal records and State public universities. Jim tends to agree with some of Phil’s comments that there is a public detriment to that, he is told there is one institution in the State which has determined recently that all of their email will no longer be backed up likely for fear it will be requested by the public. Phil stated he does not know if there is a possibility of revisiting that in the future, because he thinks public access is more limited when the universities call the shots. They are going to make retention and disposal decisions based on their own needs and not necessarily the public needs.

Jim stated he would hit on a few more things under his comments and that would be:

1. The Commission on Public Records, which oversees the Archives, is working to change the name of the organization which will require legislative action, to the Indiana State Archives and Records Administration, much like the national model. We actually follow the national model as far as structure so it is the same basic concept they are using at the Federal level.
2. The agency is working to become much more pro-active. Recently, the Commission on Public Records has had a tendency to realize that agency “X” is doing something wrong or it doesn’t make any sense, but we do not initiate change. We have the statutory authority to initiate change, but we do not initiate any change, we wait for the agency to tell us to change it. We are working to change that behavior now.
3. We are trying to find additional resources to put people at the Archives. We have begun returning State employees that are on disability to work by having them process records at the Archives.

Jim said they were going to break for lunch soon. Jim mentioned some numbers so he thought he would share with them the scope of the State’s problems. The State Archives is about 55,000 cubic feet, however, they have taken over about 25,000 cubic feet in the Records Center, so they have about 75,000 roughly cubic feet of records right now. Jim said they estimate that is about 225,000,000 pages and then our Records Center is 180,000 cubic feet with another 600,000,000 pages of records in it.

Jim stated they were going to take a break, go downstairs to the second floor, having lunch in the Indiana Authors Room.

The meeting reconvened, next on the agenda was to set the next meeting. The meetings are anticipated to be quarterly. Jim stated he hopes all of the Board knows that there is no per diem money that has been set aside, but they are going to try and give them nice lunches, that will be the trade-off. Jim stated we would ask you by the way if you could kind of track the time you are spending on this, where there is review of documents, and we will try to send this material out to you in advance in the future, travel time, meeting time, because all that will serve as in-kind for the State’s grant applications. Jim said not to make it burdensome.

Jim stated if they are going to meet quarterly and we know that in December they have to turn in a report to the Governor, they probably would want to meet at the end of June and during this year there may be a fifth meeting so they could have a strategic planning meeting, like a retreat, (someone suggested at one of the State parks). Jim asked if anyone at the Universities had issues with summer school and response was no, so it is pretty wide open except for vacations. Tom asked if they want to try and meet on Monday each time and would that be good for everyone, or would Fridays or Wednesdays be better. The general consensus was it did not matter.

A motion was made by Nancy Schuckman and seconded by Tom Krasean to adopt June 12, September 18 and December 4, 2006 at 10 a.m. as the meeting dates for the SHRAB for the remainder of this year. Motion carried.

Jim distributed copies of examples of bylaws from other State Boards, so if any of you see something in here that you think is really pertinent to us or would really like to see that adopted, if we are really lucky maybe we could have a set of bylaws ready in a draft form for adoption at the next Board meeting.

IV. ADJOURNMENT

A motion was made by Steve McShane and seconded by Phil Bantin to adjourn. Motion passed.