

# **Rhode Island Historical Records Advisory Board**

**Minutes of Meeting – March 7, 2007**

**Rhode Island State Archives**

**337 Westminster Street**

**Providence, RI**

**Attending: Mark Brown, Jane Civins, Donna DiMichele, Jonathan Galli, Steve Grimes, Peggy Long, David Maslyn, Marilyn Massaro, Gwenn Stearn, chair.**

**Not attending: Allison Cywin, Michael Hebert, Marlene Lopes, Leonard Panaggio.**

**Also attending: Elliott Caldwell, Project Archivist.**

**Meeting called to order: 10:10 a.m.**

**I Secretary of State A. Ralph Mollis greetings and introductory remarks**

**Secretary Mollis was introduced to the Board and members to him. As the recently inaugurated Secretary of State he spoke about mutual interests of the Board and his role as Secretary of State. He also spoke briefly about his vision for the State Archives.**

**II Minutes of the January 31, 2007 meeting**

**Long moved to approve the meeting minutes. Civins seconded the motion. Approved unanimously.**

### **III Project Archivist's report on the NHPRC grant project to date and going forward**

**Elliott Caldwell gave an overview of project progress and spoke about the successful distribution of the \$27,550 in grants to 17 repositories in the second grant cycle. She spoke as well about the project going forward over the coming months and a plan devised with Stearn for visiting the first cycle grant recipients. The Historical Society of Smithfield's Collection Policy (a grant recipient requirement) has been shared on the Recordkeepers and the Repositories listservs as an example of a comprehensive and well developed policy. She also recounted contacts she and Stearn had from Brown University's Swearer Center about their idea to create a "roadmap" to the State's historical records collections, which appeared to be similar to or an extension of the RIHRAB's Directory of Historical Records Repositories.**

### **IV Update on the RI Archives & Manuscripts Consortium (RIAMCO)**

**Stearn updated members about this initiative, last reported on during September's Board meeting. At present, the partners, led by Brown University, will apply for an NEH grant to develop, launch and**

populate a web-based RIAMCO common gateway to collections. Development of protocols and training in Encoded Archival Description would be major components of the project. Although she and Caldwell had promoted the inclusion of additional and more diverse partner repositories, other partners felt that these should be included in another phase of RIAMCO development.

## **V May 4th meeting venue (outside of Providence)**

Discussion took place about the inability to achieve a quorum when the Board held meetings at locations other than the State Archives, with the exception of a meeting held at Roger Williams Park Museum. It was therefore decided that May meetings would continue to be held elsewhere, but that the location should be a venue in or around Providence.

## **VI News and announcements**

Updates and information were provided on:

The status and outlook for the budgets of various federal programs of interest including NHPRC, and changes in NHPRC grant submittal procedures.

A national effort urging Congress to support National History Day funding.

The upcoming transfer to the State Archives of over 3,000 General Assembly tapes covering 1984 – 1996.

**The Office of Library & Information Services (OLIS) SurfRI initiative relative to statewide databases access.**

## **VII Adjournment**

**Long moved to adjourn. Cywin seconded the motion. Approved unanimously. Meeting adjourned at 11:50 a.m.**

**At the November 7, 2007 meeting a minor grammatical error was corrected and minutes were subsequently approved unanimously.**