

Rhode Island Historical Records Advisory Board

Minutes of Meeting – September 5, 2007

Rhode Island State Archives

337 Westminster Street

Providence, RI

Attending: Mark Brown, Jane Civins, Allison Cywin, Donna DiMichele, Steve Grimes, Michael Hebert, Marlene Lopes, Gwenn Stearn, chair.

Not attending: Jonathan Galli, Peggy Long, David Maslyn, Marilyn Massaro, Leonard Panaggio.

Also attending: Elliott Caldwell, Project Archivist.

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

I Minutes of the March 7, 2007 meeting

The minutes not being available, approval was deferred.

II Project Archivist's report

Project Archivist Elliott Caldwell described in some detail a meeting she and State Archivist Stearn had with Swearer Center staff and interested parties at Brown University. She reported on her visits to

the seven 1st cycle grant recipients. Caldwell has created six informational e-mails that have been sent out to those repositories on the listserv regarding subjects ranging from “Exhibits” to “Climate Control.” She has also developed a list of national and state grant-making bodies of particular interest to archives and which has been shared with the repositories on the listserv. It is suggested by the Board that the RIHRAB name and logo head this list and that it should be mounted on the Board’s website. Caldwell outlined her plans to meet with the seventeen 2nd cycle grant recipients over the coming months to check on the progress of their grant projects and offer assistance where needed.

Members discussed and made recommendations for future grant projects, including that the project archivist should pre-review repository grant applications for completeness, including the budget, before they are sent to Board members for review; that the Board meet on two consecutive days if there are more than ten grant applications to be reviewed; and that attendance at a grant writing workshop be required of grant applicants.

III Report on the Council of State Archivists (CoSA) initiatives (formerly Council of State Historical Records Coordinators)

Stearn reported on recently completed, current and future initiatives being undertaken by and through CoSA:

Partnership for the American Historical Record – effort to move to formula based federal support of archives and historical records

programs

Emergency preparedness initiatives

Closest to Home – project focusing on local government archives

Moving Innovation into the Mainstream – to expand electronic records programs

IV News and announcements

The International Tennis Hall of Fame grant application to NHPRC has not been funded because although the importance of the records was recognized, insufficient information on process and technique had been provided.

Information on five new NHPRC grant categories was provided as well as the new IMLS Connecting to Collections grant initiative.

Stearn took part in a two day teacher development institute for teaching the new Government, Civics and RI History requirements.

6,200 General Assembly tapes covering 1984 – 1996 were transferred to the State Archives in May.

Board member Dr. David Maslyn has been appointed Dean of University Libraries at URI.

Stearn has taken part in a regional conference call on vital records organized by NARA and FEMA. She invited the state EMS Director, Risk Manager and CIO to participate.

V Adjournment

DiMichele moved to adjourn. Brown seconded the motion. Approved unanimously. Meeting adjourned at 11:45 a.m.

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