

# **Rhode Island Historical Records Advisory Board**

**Minutes of Meeting – January 9, 2008**

**Rhode Island State Archives**

**337 Westminster Street**

**Providence, RI**

**Attending: Mark Brown, Jane Civins, Allison Cywin, Michael Hebert, Marlene Lopes, Marilyn Massaro, Gwenn Stearn, chair.**

**Not attending: Donna DiMichele, Jonathan Galli, Stephen Grimes, Peggy Long, David Maslyn.**

**Also attending: Elliott Caldwell, Project Archivist and Russell Franks.**

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

## **I Minutes of the November 7, 2007 meeting**

**Brown moved to approve the meeting minutes. Cywin seconded the motion. Minutes approved unanimously.**

## **II Project Archivist's report**

**Project Archivist Elliott Caldwell presented a report and analysis on recent grant project activities. Among her observations were that the Basics of Archives training and understanding was a critical and**

essential underpinning for repositories to make progress in administering and caring for their holdings. Of particular importance were the sections on collecting policies, how to do a finding aid, and forms. She suggested that if another regrant project is undertaken, that repositories be required to have a collections policy before receiving a grant. Her on-site visits highlighted the fact that consideration of space for conducting research at repositories often seemed an afterthought or was not thought of at all. In addition, photographic holdings were of concern to repositories generally, especially with respect to their preservation, description, and access. At a future meeting Caldwell will provide a wrap-up and overview report of the entire grant project.

### **III Preparing for March meeting strategic plan review**

Stearn provided an overview concerning upcoming state, regional and national cooperative projects, including: the RI Archives and Manuscript Collections Online project (RIAMCO); Connecting to Collections/Protecting the Past – RI (disaster planning project); the Intergovernmental Preparedness for Essential Records project (IPER); and the Preserving the American Historical Records (PAHR) initiative. In light of amount of time and effort required to undertake the foregoing initiative and projects, their immediacy, and that each is in accord with the Board's objectives, the strategic plan review has been deferred.

## **IV News and announcements**

**Stearn remarked that Jonathan Galli is now employed by the Brown University – Division of Engineering.**

**Recent grant award announcements were enumerated by Stearn:**

- 1. National Endowment for the Humanities: to Little Compton Historical Society (\$5,000) for the purchase of storage furniture and preservation supplies; to Brown University (\$5,000) for a consultant to develop a treatment plan for the Arnold Family Business Papers.**
- 2. Save America's Treasures: RI Historical Society (\$243,000) for restoration work on the John Brown House.**

**Information was provided by Stearn on a recent publication issued by the Council of State Archivists entitled Rescuing Family Records: A Disaster Planning Guide.**

## **V Adjournment**

**Civins moved to adjourn. Cywin seconded the motion. Approved unanimously. Meeting adjourned at 12:10 p.m.**

**Read and approved September 3, 2008**