

# **Rhode Island Historical Records Advisory Board**

## **Minutes of Meeting – May 7, 2008**

**Rhode Island State Archives**

**337 Westminster Street**

**Providence, RI**

**Attending: Mark Brown, Jane Civins, Donna DiMichele, Russell Franks, Stephen Grimes, Gwenn Stearn, chair.**

**Not attending: Allison Cywin, Jonathan Galli, Michael Hebert, Peggy Long, Marlene Lopes, David Maslyn, Marilyn Massaro.**

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

**Meeting called to order: 10:20 a.m.**

**I Minutes of meetings: January 9 and March 5, 2008**

**Minutes were not approved due to the lack of a quorum.**

**II Project Archivist's final report**

**Project Archivist Caldwell provided an overview of the repositories visited during the final project period and the subsequent written reports provided to them, as well as the internal reports generated.**

**All grant recipients had been provided with instructions and forms for**

completing their final reports. Information had also been provided to all repositories about the RI Archives & Manuscripts Consortium and the Protecting the Past – RI initiatives, as well as a list of RI grant funding bodies and organizations that they might want to consider for future grant projects. With respect to the entire project, Caldwell once again praised the excellence and completeness of the Basics of Archives (BACE) course. She was convinced, however, that some of the grant recipient repositories had not actually completed the entire course, even though they submitted signed forms certifying that they had. Caldwell concluded that it was important to ensure the course was completed in any future regrant project. This might be accomplished through testing, or teaching and testing. With respect to the collecting policies required of grant recipients, Caldwell stated that some were excellent, and that the best were from repositories that had a professional archivist on staff. She had worked with others to strengthen their policies. She recommended that in future, collecting policies be a required prerequisite for receiving a grant. She made recommendations: about providing lists of approved vendors for archival supplies and equipment, about minimum standards for finding aids, and for offering more levels and types of grants, such as \$500 for supplies and the largest grants for consultant projects. Board members posed questions to Caldwell and discussed elements of her findings, observations and recommendations. Caldwell thanked the Board for the opportunity to act as project archivist and offered that she had enjoyed the experience. The Board thanked Caldwell for her insights and work.

### **III News and announcements**

**No announcements were made nor news reported.**

### **IV Adjournment**

**Brown moved to adjourn. DiMichele seconded the motion. Approved unanimously.**

**Next meeting date is September 3rd.**

**Meeting adjourned at 11:50 a.m.**

**Read and approved September 3, 2008**