

Rhode Island Historical Records Advisory Board

Minutes of Meeting – September 2, 2009

Rhode Island State Archives

337 Westminster Street, Providence, RI 02903

Attending: Mark Brown, Jane Civins, Donna DiMichele, Russell Franks, Michael Hebert, Marlene Lopes, Marilyn Massaro, and Gwenn Stearn, chair.

Not attending: Allison Cywin, Jonathan Galli, Stephen Grimes, Peggy Long, David Maslyn.

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

I Minutes of meeting: June 3, 2009

Hebert moved to approve the minutes. Civins seconded the motion. Minutes approved unanimously.

II Presentation on RI Archival & Manuscript Collections

Online (RIAMCO)

– Jennifer Betts, RIAMCO Project Manager

Betts provided an explanation about RIAMCO, Encoded Archival Description (EAD) and the consortium structure, including its

committees: Executive, Best Practices, Web Design, Outreach, and Advisory Board. Ten repositories comprise the consortium: Brown University, John Carter Brown Library, Providence College, RI Historical Society, RI School of Design, RI State Archives, Roger Williams University, Salve Regina University, University of RI, and Westerly Public Library. Project goals are standardization, training, and to improve access to collections. There are currently 250+ EAD finding aids in the system, although they are not yet accessible online. A demonstration of the finding aids submission tool and the public “search” interface were provided by Betts. It is intended to build afterward upon this two year NEH grant project—bringing in other repositories and training additional people, probably through another grant, either from IMLS, NHPRC or NEH. Members asked questions and discussed what role the Board might play to further RIAMCO and encourage additional repositories to join.

III Presentation on Brown University Special Collections’

NHPRC grant application

– Jay Gaidmore, University Archivist

Gaidmore explained that the RIAMCO project had uncovered collections at Brown that have MARC records and/or finding aids, but not EAD finding aids. They were therefore in process of writing a NHPRC Basic Projects Grant application to address this and other collections issues in a two year project. Brown currently has a 10,000 cubic foot backlog comprised of 3,000 linear ft. of archival holdings

and 6,700 linear ft. of manuscripts. The project would include: survey, inventory, check against box lists, creation of collection level MARC records and EAD finding aids, MARC edit to EAD conversion, and additional data collection for accession registers using the Archivist Toolkit. Only collections consisting of one cubic foot or greater would be included in the project.

IV Update on Protecting the Past – RI initiative

**– Donna DiMichele, Office of Library and Information
Services**

DiMichele reported that the project would be winding up this month. She provided information on the modifications and additions contained in dPlan-RI including: institution types, local emergency management agencies, conservators and their areas of expertise, suppliers/vendors, local hazards such as hurricanes, GPS coordinates, local and regional buddy-system contacts. Two additional dPlan training sessions had been held, with a total of 106 persons trained as of the June report to IMLS. Other presentations and programs had also been given. A wrap-up session will be held on September 15th at Linden Place in Bristol to evaluate the project and to discuss next steps. The luncheon keynote speaker will be former Senator Lincoln Chafee.

V News and announcements

DiMichele provided information on upcoming workshops:

How to Prepare for and Access Information about Hurricanes, at East Providence Public Library, September 9.

Disaster Recovery, including hands-on demonstration on October 14th for LORI libraries, with a possible repeat by NEDCC in the spring.

Also by NEDCC, Managing Preservation in five sessions and including certification.

Stearn reported that:

PAHR Act information and a 'Dear Congressman Kennedy/Langevin' letter had been emailed to repositories on June 22. Her thanks were extended to Brown and Cywin for drafting the letter. Some feedback has been received from repositories. In addition, extensive use has been made of the Historical Records Repositories distribution list for such things as the Protecting the Past-RI project, dPlan, various grants available, and workshop opportunities.

CoSA had held a web conference call for those state archivists unable to attend the annual meeting, to bring them up to date on various projects and initiatives. CoSA is now also conducting a nationwide survey to measure the economic impact of government archives. Taking place over two weeks, the survey is currently available in the State Archives reading room.

Twenty eight (28) Local Government Records grants had been awarded by the State Archives during the summer. A list of the recipients and their projects is available.

Maslyn had put forward the Protecting the Past-RI project for a RI Historical Preservation and Heritage Commission/Preserve RI stewardship award.

The City of Warwick Clerk's Office had received the \$4,856 NHPRC grant for their Archives Assessment Project. The Brown University – Feminist Theory Papers Project had not received funding. NHPRC had also awarded a grant to Heritage Harbor Museum, which appears to have been an 'earmark' since it had not been submitted for RIHRAB review.

The International Tennis Hall of Fame and the RI Historical Society had received IMLS grants.

The RI Supreme Court Judicial Records Center received a \$7,300 RI Foundation grant for phase box construction to house 18th and 19th century record books.

VI Adjournment

Brown moved to adjourn. Franks seconded the motion. Approved unanimously. Meeting adjourned at 12 p.m.

Read and approved unanimously 11/4/2009