

Rhode Island Historical Records Advisory Board

Minutes of Meeting

March 2, 2011

Rhode Island State Archives

337 Westminster Street, Providence, RI 02903

Attending: Mark Brown, Jane Civins, Michael Hebert, Marlene Lopes, David Maslyn, Marilyn Massaro, and Gwenn Stearn, Chair.

Not attending: Allison Cywin, Donna DiMichele, Russell Franks, Jonathan Galli, Stephen Grimes, and Peggy Long.

Also attending: Kate Telford, Administrative Records and Technical Services Specialist, RI State Archives.

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

I Minutes of meeting – January 5, 2011

Maslyn moved to approve the minutes. Massaro seconded the motion. Approved unanimously.

II Report on Protecting the Past-RI project

(IMLS Connecting to Connections – Implementation Grant)

Stearn provided an update on this ongoing project and reported that a one-year extension of the grant had been granted by IMLS. The project Steering Committee has been asked to work with the Rhode Island Emergency Management Agency (RIEMA) as they update the state's Emergency Operations Plan (EOP). This will take the form of a Protection of Cultural Resources and Historic Properties Annex to RIEMA's Emergency Support Function 11 plan for Agriculture & Natural Resources (ESF11). There have been two working meetings with another scheduled for next week. Stearn also reported on the early stages of work to develop a COSTEP (Coordinated Statewide Emergency Preparedness: An Emergency Management Framework for Cultural Resources) as another component of the Protecting the Past-RI project.

III Report on Intergovernmental Preparedness for Essential Records (IPER)

- webinar training for state and local government

Stearn reported on the State Archives Division's offering Intergovernmental Preparedness for Essential Records (IPER) webinar training, which was developed by the Council of State Archivists (CoSA) with a grant from the Federal Emergency Management Agency (FEMA). Public Records Administration staff members Rich Hite (State Records Coordinator) and Brien Brothman (Electronic Records Specialist) had attended "Train the Trainer"

sessions and were provided resources to conduct the webinar training for state and local government personnel. The first webinar series, Essential Records, prepares participants to identify their agency's essential records, analyze and prioritize records, as well as develop procedures to ensure access to, and security of essential records. The second webinar series, Records Emergency Preparedness and Response, builds on the first series and prepares participants to understand the benefits of records emergency planning as well as to plan and test an emergency action plan. The training incorporates Continuity of Operations (COOP) concepts. The webinars consist of 7.5 hour of training in four sessions for each series. The Essential Records series will begin March 9 and Records Emergency Preparedness and Response starts April 27. IPER training can be used toward several certification programs including FEMA's Continuity Professional Level I Certificate, and the Institute of Municipal Clerks' Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). Also offered is a self-directed 90 minute online course, Introduction to Records and Information Management. The response to IPER training opportunities by Rhode Island state and municipal personnel has been positive, with the course fully subscribed at 40 participants. It will be offered again in the autumn.

IV RIHRAB new look and content website demo

Stearn gave an overview of the redesign of the RIHRAB website. She emphasized that new content directly reflected elements of the

strategic plan adopted by the Board. Kate Telford, the Archives Division's Administrative Records and Technical Services Specialist, performed the redesign based on current best practices, as explained during a live demonstration of that and the new content.

V News and Announcements

Lopes announced that the Rhode Island College History Department is presenting a series of events on April 8th in connection with the 150th anniversary of the start of the Civil War. Rhode Island in the Civil War: Popular History and Popular Memory will include panel discussions, talks, exhibits and music, among other offerings.

Maslyn reported on the HELIN Library Consortium's intention to begin an initiative among HELIN libraries to survey and eventually digitize unique Rhode Island materials in their custody. They intend to create a task force and look towards securing a grant and perhaps hiring a sub-contractor for onsite digitization at each participating library.

Stearn remarked that the Governor had reappointed Civins, DiMichele, Long, and Franks. She noted that Dr. David Maslyn has served on the Board from its creation in 1976—a remarkable 35 years, and from which the Board had greatly benefited.

Stearn reminded members that the May 4th meeting will be held at the

Museum of Natural History at Roger Williams Park in Providence. Massaro gave an overview of the exhibits currently installed at the Museum.

VI Adjournment

Maslyn moved to adjourn. Massaro seconded the motion. Approved unanimously. Meeting adjourned at 12:00 p.m.

Approved May 4, 2011