

MAINE ARCHIVES ADVISORY BOARD
MINUTES

Maine State Archives
September 15, 2017
10 am

PRESENT: Chairman: Twila Lycette,
Board members: Howard Lowell, Sam Webber
State Archivist David Cheever

Records Management Analyst Felicia Kennedy,
Archivist III Sam Howes,

ABSENT: Board members: Nina Osier, Susan Bulay

Chairman Twila Lycette called the meeting to order at 10:01.

The Minutes of the February 17, 2017 meeting were approved.

State Archivist David Cheever reported to the Board on the outcomes of the recent legislative session, including the veto of a proposed amendment to the Archives enabling legislation that, among other items, would have reconstituted the Archives Advisory Board. The Legislature approved the biennial budget that included more than \$500,000 to acquire and install high density shelving, added a Records Management Analyst II and a (Digital) Archivist III position, and called for the adding two contract employees to assist with digitizing activities in the Imaging Center.

The Legislature also approved the creation of a Bicentennial Commission to commemorate Maine's 200th anniversary of statehood. No funding was appropriated for the Commission, Cheever said. Board member Howard Lowell added that the Commission is charged to report to the Legislative Council by December 7, 2017 on its progress. The membership remains to be finalized and a meeting has yet to be scheduled.

Cheever said that the 30-second bicentennial-themed Public Interest Advertising spots for television and radio use during the state's bicentennial commemoration are now in production, with more than 70 spots written to present for production to the New England School of Communications.

On the federal level, Cheever reported that he is a member of the Council of State Archivists Task Force on the National Historic Publications and Records Commission, which is reviewing the relationship between CoSA and NHPRC.

He said that the CoSA conference in July clarified several issues regarding the future of the federal agency, how it works with the 57 state and territorial state archives, and what role might be appropriate for the archives to have with respect to the National Archives and Records Administration.

The Board then reviewed the proposed changes to the Local Government Records Management rules. Records Management Analyst Felicia Kennedy pointed out that the practice of submitting changes to the State's rulemaking process appears to be grounded more in habit and practice than in a statutory requirement. Chairman Lycette said that the rulemaking option could have been selected as a means to provide additional public input. She also said that she, Records Management and Archives Services Director Tammy Marks, and Kennedy had discussed the provisions at length. The Board encouraged Kennedy to complete any needed revisions by January, 2018, for a review and subsequent vote by the Board.

Kennedy also shared with the Board the work of the Drummond and Woodsum law firm in reconciling and simplifying Schedule L provisions on education records. Kennedy questioned the permanent retention of public education transcripts as one area that could be addressed in revising or implementing appropriate retention schedules. The Board expressed approval of the initiative.

Archivist III Sam Howes presented several items for consideration for de-accession, including Jefferson, Roxbury, and Danville town records, records of the Maine Writers Research Club, and records from Spanish-American War veterans' organizations. Howes informed the Board that other more appropriate repositories had been contacted and were willing to accept the responsibility for preserving the records. The Board approved the de-accessions.

Another item proposed for de-accession included approximately 10 boxes of legislative biographical snippets. Board Member Sam Webber asked that de-accession be deferred to allow State Historian Earle G. Shettleworth and him an opportunity to review the material for secondary value, knowing that the collection did not contain State records. The Board approved the request. Webber said if the review proved fruitless in finding items of academic or historic value, he would support the de-accession request.

No New Business came before the Board.

The Board's next meeting, will be January 19, 2018, at 10 a.m., in the Archives

The meeting adjourned at 12:01.