

MAINE ARCHIVES ADVISORY BOARD
MINUTES

Maine State Archives
April 13, 2018
10 am

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

Records Management Analyst II Felicia Kennedy

ABSENT: Board members: Susan Bulay

Chairman Twila Lycette called the meeting to order at 10:05.

The Minutes of the January 19, 2018, meeting were approved.

State Archivist David Cheever reported that Kate Herbert accepted her selection to the Archivist III, Digital Archivist position; that the installation of high density shelving will begin in mid-February;

He added that the Maine Bicentennial Commission has begun its work, having held two meetings and numerous sub-committee meetings. The formal launch of the Bicentennial commemoration has been identified as July 26, 2019, the 200th anniversary of the vote that propelled Maine to statehood.

Also, the Archives and Old Fort Western completed a re-application for Council on Library Information Resources grant funding for a digitizing project relating to early Maine settlement and the path to statehood. Buttressing the 2018 application is the discovery of six boxes of Winslow Town Records dating to the mid-18th Century, and the addition of field notes from archaeological digs at the four trading post sites along the Kennebec River.

Cheever also shared that he has been asked by incoming Council of State Archivists president, Missouri State Archivist John Dougan, to serve on CoSA's executive committee.

The Board then reviewed the latest version of changes to the Local Government Records Management requirements. Records Management Analyst II Felicia Kennedy recounted that the bulk of the work had already been reviewed by the Board and that she was seeking final editing changes.

Howard Lowell and Chairman Lycette raised several questions pertaining to the clarity of expression and how inclusive some of the phrasing needed to be to

ensure compatibility with federal records requirements. The Board approved adopting the changes upon the completion of the minor revisions.

RMA-II Kennedy also informed the Board that she would be meeting soon with representatives from the Buxton and Bangor School systems, and with Ann Chapman, from the Portland-based law firm Drummond Woodsum, to address schedule revisions relating to public education and Special Education.

Chairman Lycette then signed the authorization papers on a number of items that the Board approved for deaccession, including a collection of World War II letters, a gavel, six Hancock County docket book reproductions, and a copy of the deed for the location of Colby College. All but one of the 11 items will be eligible for re-location to the State Library or State Museum; the other will be destroyed.

Under New Business Cheever suggested that the Board meet after the legislative session and the 2018 primary election and be prepared to write to the incoming Legislature and gubernatorial candidates their support for re-submitting legislation amending the Title 5 provisions regarding the make-up of the Board. The Board agreed, citing the approaching challenge of digital archiving and the desire to have the major stakeholders participate in the process.

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

The meeting adjourned at 11:55.