



Archives Advisory Board

Meeting Minutes

March 10, 2022

1:00pm – 2:30pm

Location: Zoom

Board Members Present: James Francis (Chair), Eric Stout, Brenda Kielty, Adelaide Solomon-Jordan, Paige Lilly, Shelly Crosby (Vice-Chair), Greg Zinser, Jennifer Tarr

Board Members Absent: Shirley Browne

MSA Staff Members Present: Kate McBrien (ex-officio), Felicia Kennedy, Tiffany Tattan-Awley

Public Members Present: None

Meeting called to order at 1:10 pm by James Francis.

Welcome and Land Acknowledgment

Kate McBrien welcomed everyone to the meeting and recited the land acknowledgment which is offered by the Maine State Archives at each Archives Advisory Board meeting.

Welcome

James welcomed everyone to the meeting; Kate did a roll call and recognized eight members present for a quorum.

Approval of February 17, 2022 Meeting Minutes

Adelaide Solomon-Jordan made a motion to approve the edited minutes, Greg Zinser and Shelly Crosby seconded that motion. Members present voted as follows: Eric Stout, yes; Shelly Crosby, yes; Greg Zinser, yes; Jen Tarr, yes; Paige Lilly, yes; Brenda Kielty, yes; Adelaide Solomon-Jordan, yes; James Francis, abstained. Seven members present voted to approve the minutes; one member abstained.

Final Review of General Schedules Revisions

Kate explained that this final version was compiled from all the comments and input from the Board members during previous meetings. Felicia pulled it all together and formatted the material into this final format.

Jen asked for clarification on GS 5.2 Executive Correspondence and GS 5.5 Program Correspondence and how that interacted with specific agency program schedules. Felicia explained that the longer retention period should overrule any other schedule.

Eric suggested the inclusion of a description of program correspondence as well as hyperlinks to some specific resources would be helpful in the introduction. Felicia will add these and make a final edit review for any minor changes before sending the State General Schedules to Records Officers and posting it to the Maine State Archives website.

Paige Lilly made a motion to approve the revised State General Schedules as amended; Greg Zinser seconded the motion. Members present voted as follows: James Francis, yes; Eric Stout, yes; Shelly Crosby, yes; Greg Zinser, yes; Jen Tarr, yes; Paige Lilly, yes; Brenda Kielty, yes; Adelaide Solomon-Jordan, yes. Eight members present voted to approve the State General Schedules.

New Agency Schedules –

The Board considered 8 new records retention schedules from the Department of Corrections altogether as one group. The proposed schedules were:

- a. Department of Corrections – Central Office
 - i. Policies and Procedures (variable, then Archives)
- b. Department of Corrections – Juvenile Justice Advisory Group
 - i. Seat Appt. and Application (Contingent Upon event, then destroy)
 - ii. Meeting Agenda and Minutes (7 years in agency, then destroy)
 - iii. Program Records (7 years in agency, then destroy)
- c. Department of Corrections – Victim Services
 - i. Direct Victim Services Files (10 years in agency, then destroy)
 - ii. Programming & Intervention Services (10 years in agency, then destroy)
 - iii. “Contact with Victims” Waiver Requests (10 years in agency, then destroy)

- iv. Victim Notification & Requests (10 years in agency, then destroy)

Greg Zinser made a motion to approve the proposed schedules; Paige Lilly seconded that motion. The Board voted by roll call, as follows:

James Francis, yes; Greg Zinser, yes; Eric Stout, yes; Adelaide Solomon-Jordan, yes; Jennifer Tarr, yes; Shelly Crosby, yes; Brenda Kielty, yes; Paige Lilly, yes. The vote was unanimous to accept the schedules as written.

State Archivist Report

- Supplemental Budget request for funding: Digital Preservation System:
Initiative: Provides funding to purchase software and maintenance for a Digital Preservation System. The All Other request is **\$125,679 in FY2022-23**.

Over the years, the record creation of Maine State Government departments and agencies have shifted from paper to digital including for archivally significant documents. The State Archives does not currently have a method to collect and preserve these records, risking the loss of thousands of important state documents. State agencies are eagerly awaiting Archives ability to collect their digital records. Archives will engage in a request for proposal process to identify and purchase the best digital preservation program for the State of Maine government. Estimated subscription costs in following years are \$104,179.

Kate asked if anyone was able and willing to write a letter of support for this funding.

The Board agreed to draft one letter to sign together as a group. Kate and James will draft the letter; the Board will meet on Thursday March 17 at 8am to review/discuss the letter and vote to approve it.

- LD 1610 Data Governance Policy:
This bill adds a chapter to Title I, instructing the State's CIO and the Secretary of State to work together to develop a Data Governance Policy for state agencies. The purpose is:
 - To centralize data, when possible, to allow for better access by agencies of shared information and promote public access
 - To include race and demographic data

The Maine State Archivist is included in the bill in a consulting role, "The Secretary of State or their designee and Chief Information Office shall consult with the Maine State Archivist, or their designee, in the development and implementation of the data governance program to generate a records management and retention plan and program in compliance with Title 5, section 95(C)."

The Archives has requested one position to go along with this new initiative.

- CLIR grant to digitize the Department of Indian Affairs Collection:
We did not get it, but I'm still committed to the project and will work on another way to fund/accomplish it.

Report of Standing and Special Committees

James reported there wasn't any new information from a Standing Committee or the Special Committee.

Agenda Items for Future Meetings

Eric asked about the Local Government Schedules, which Felicia reported would be her next project.

Kate reported she is working with staff to develop deaccession procedures, which she will share with the Board for their review.

The Board agreed their next meeting will be April 7, 2022 at 1:00pm.

Adjournment

The group agreed to adjourn. Meeting adjourned at 2:04 pm