

**Michigan State Historical Records Advisory Board Meeting**  
**June 20, 2019**  
**Michigan History Center**  
**MHC Commission Room, 5th Floor**  
**10 a.m. to 12:00 p.m.**

Board members present: Mark Harvey, Katie Kelly, Cynthia Ghering, Marian Matyn, Jim Cameron, Lindsay Hiltunen

Staff and visitors: Andrea Gietzen, Jessica Harden

**Call to order** at 10:13 am.

**Approval of minutes from 4/11/2019**

- Marian motioned to approve; Cynthia seconded. Minutes were approved.

**Workshops**

- Two in-person workshops and two webinars have been completed. The March workshop at HSM had 18 participants who asked lots of questions.
- The in-person format seems to work better.
- Most institutions that requested assessments had someone present at one of the workshops.
- Cynthia suggested doing a recorded webinar with common questions rather than a live webinar.
- Moving forward, Mark suggested having the SMH program be more assessment based rather than including regrants. Cynthia agreed. Most smaller institutions don't have the infrastructure to get grant projects up and running and seem to be happy to have help from an archivist during an assessment.
- There is overlap with government agencies who might need assessments and small institutions who hold local government records.

**Assessments**

- Cynthia is giving institutions an opportunity to review/provide feedback about their assessments.
- There are five additional institutions interested, which would put us at 19 assessments. Assessments need to be finished by August 31.
- Going forward, assessment reports could be made shorter.
- Mark suggested repurposing some of the grant funds to create educational material that can be distributed to institutions that need it.
- Marian suggested having a list of questions that need to be answered based on the type of project proposed.
- Mark suggested breaking up the Basics workshop into a few shorter webinars/workshops.
- Next steps: reimagine the educational component to include shorter recorded webinars, a FAQ document, and possible distribution through HSM.

**Discussion of Grant Applications**

- Grant applications for Saving Michigan History were discussed.
- Cynthia asked about a rolling deadline or another deadline in three months. Mark will talk to Dan Stokes at NHPRC to see what our options might be given the deadline for MSHRAB's grant.

- St Clair County Library System: Provisional full funding of \$528, provided public records are accessioned by the Archives of Michigan and AoM gets a copy of the digital files for preservation. Technical specifications and scanning standards need to be discussed with the board.
- Argus Museum: Provisional full funding of \$1992, provided there is a conversation with the board about metadata standards (including an example) and verification of archival supply vendors.
- Hastings Public Library: Not approved because NHPRC is unlikely to fund newspaper digitization.
- Quincy Mine Hoist Association: Not approved, suggest that they work with Michigan Tech because that institution has an existing collection of Quincy Mine material.
- Lapeer District Library: Provisional full funding of \$1929, provided the institution has a plan to back up their PastPerfect system and has a conversation with the board about metadata (including an example).
- GAR Memorial Hall: Not approved.
- Mark will communicate with grantees ASAP and get them into the state vendor system by July 15.
- Official start date for grants is August 1.

#### **Adjourn**

- Meeting adjourned at 12:03 pm.