

**Michigan State Historical Records Advisory Board Meeting Minutes**  
**June 2, 2017, 10:00 a.m.**  
**Michigan History Center**  
**702 West Kalamazoo Street, Lansing, Michigan**  
**Commission Room**

**Members in attendance:** J. Kevin Graffagnino, and Jim Cameron, Tawny Ryan Nelb.

**Staff:** Mark Harvey, Sandra Clark, Andrea Gietzen, Jessica Harden

Call to order at 10:12. No changes to the minutes. Tawny motioned to approve, Jim seconded. Minutes approved.

### **2017 SMH/Board Partnership Grant Updates**

- Four original applications. Mason County did not respond. City of Dexter, Lathrup Village, and Saugatuck are left. Mark reached out with provisional offers, and everyone agreed.
- Local records survey went out to 40 county clerks this week. AoM are also verifying what records are held at regional repositories and will schedule webinars.
- Plan is to send the survey, then do e-mail follow-up, then telephone follow-up, then do site visits. We can also glean some information from SCAO's survey for trial courts.
- New trial court and probate court retention schedules will be mandatory and enforced by SCAO. Archives will take probate across the board and do more appraisal with civil and criminal. We have a tiered approach to accessioning regarding whether records have been imaged, etc.

### **2018 Board Partnership Grant Application**

- This application is a significantly increased ask. 2017 was \$10,000; 2018 will be \$54,000.
- Mark had discussions with folks in Connecticut about their traveling archivist program. It is strictly assessment-based and has been in place for eight years. They do 80 assessments/year. Assessments are half-day sessions about a particular aspect of archives. At the end, assessing archivists write a report.
- Year one will be intensive assessment. We need basic criteria for institutions requesting assessments (demonstrated some archival knowledge, documented policies, deeds of gift). If criteria are met, they would be eligible for an assessment. If not, they could do a basics of archives workshop. Assessments would focus on one aspect of archival management and would be the qualification to attend a pre-grant webinar and apply for a grant to implement recommendations made.
- Sandra suggested using "consulting archivist" rather than assessing archivist because it has a less judgmental tone.
- Have organizations do a self-assessment first? Consulting archivist would have a checklist and help organizations work on one tangible thing. Self-assessments should

include priorities that organizations want to work on. Consulting archivists would help organizations do something specific to help their collections.

- Tawny is concerned that a half day isn't long enough to do an assessment/have the conversations that need to be had. A full day would be better. We may need to do fewer assessments and consider travel costs. Focus on having a tangible result at the end. Help organizations decide what they need money for and what future projects could be.
- If there are storage concerns, it was suggested to bring temp/humidity monitors for organizations to keep.
- Jim suggested doing part of the assessment or follow up online/via Skype. Tawny suggests having them do a survey in advance of assessment/consultation and blending that in with the self-assessment.
- Self-assessment would include submitting documentation of collection policies, deeds of gift, etc. We should include explanations about why these things are important.
- Jim suggested using high school senior capstone students to help with projects and technology.
- Discussed how to potentially partner with HSM on workshops.
- Recap: Organizations would do a self-assessment survey first. Based on that, they would apply for a consultation or attend a basics of archives workshop. Full-day consultations would include follow-up calls and reports. Organization would do a self-evaluation after the consultation. Year two would have re-grant opportunities.
- At what level would we offer re-grants? Awards of up to \$5,000 to raise the bar were discussed.
- Workshops: SHRAB would do two basics of archives in year one, with two more in year two. Consultations would all need to be done in year one. When does the self-assessment happen? We could have the consulting archivist start 3-6 months in to allow time for the self-assessments to come in.
- Where does the project go when we're done? Raise money to continue to provide support to local agencies? Keep applying to NHPRC? NHPRC has been funding similar ongoing projects in four states. It could be a blend of archives staff time with some funding from NHPRC. Is there any chance that the state would create a position to make this ongoing? It would have to include local government agencies.
- Are local agencies eligible? Yes, but maybe have partnerships with local historical societies.

### **MAA Conference Details**

- Mark didn't hear back about vendor table vs. poster and is giving three talks. Unless there is strong sentiment otherwise, we could let the table/poster go.

### **Web Update**

- We need to regroup and make corrections. Andrea will schedule a meeting with Mark and Jess to make the changes.

### **Board Member Updates**

- Jim brought Michigan Oral History Association newsletters from Geneva. Jim will be contacting board members about writing articles about the role of oral history in archives.
- Sandra is interested in figuring out ways to work with high school capstone students. Could we give students the basic knowledge they need to be useful at a local society? Jim suggested using EduPath ([www.edupath.org](http://www.edupath.org)) model that MDE is using. Tawny worked with an archive that gave teachers a stipend to visit in the summer and create classroom activities using primary source material.
- Tobi Voigt is starting as MHC Director of Engagement on June 12. MHC now has an entire community engagement unit.

**Tawny moved to adjourn at 11:58, Kevin seconded.**