

Michigan State Historical Records Advisory Board Meeting
January 21, 2021
Michigan History Center
Zoom Online Conference
10 a.m. to 12:00 p.m.

Board members present: Mark Harvey (attending remotely from Lansing), Cynthia Ghering (attending remotely from East Lansing), Marian Matyn (attending remotely from Clare), April Maycock (attending remotely from Beverly Hills), Sandra Clark (attending remotely from Delhi Township), Lance Werner (attending remotely from Rockford)

Staff and visitors: Jessica Harden (attending remotely from Lansing), Andrea Gietzen (attending remotely from Lansing), Chelsea Denault

Call to order and welcome

- Meeting called to order at 10:06 am.

Introduction of new board member

- April Maycock, Wayne County Probate Court Register and IT Director. She's been with the county for 27 years and recently worked with Mark and Andrea to transfer records to the Archives of Michigan.

Approval of October 8, 2020 minutes

- Lance moved to approve, Cynthia seconded. Motion passed.

Review/confirm 2021 meeting schedule

- January 21, March 25, June 17, and October 7.
- Board members will check dates and let Mark know if they have any conflicts.
- Mark posted a DNR policy about the Open Meetings Act and holding online meetings.
- Lance asked whether the board is bound by the Open Meetings Act as an advisory board. The board is still a governing board, so it seems like the act would apply. Sandra will look into whether the board's authorizing legislation addresses this. For remote participation, the minutes will need to specify where folks are attending from.

Update/preview of Basics of Archives video series

- Mark sent a link for a first draft of the preservation video from the Basics of Archives series and will be meeting with Gud Marketing about adding credits and cleaning up some editing.
- The board receives grant money from NHPRC and uses it for educating institutions on the basics of records care. In the past, the board has done in-person workshops and online webinars, but online webinars were less effective because they were long and there was no interaction. Information got too deep, too quickly. Basics of Archives is a series of short, informative (but also fun) videos.
- Last month's minutes include brainstorming about where the board can promote the videos. There was a question about the board having a Facebook presence. There's no reason the board can't, but it requires work to maintain. Archives staff could discuss planning for/scheduling out content.

- Cynthia suggested waiting until the website update is done so any Facebook posts can send people to a website with clear and updated content.
- Sandra mentioned that the board always has the option to use MHC's Facebook to push out content in the interim.

2019 grant extension and progress report

- The board received an extension for the 2019 NHPRC grant so the cycle is back to June-June. Funding has been repurposed to help local government records.
- Mark and Andrea gave an update about the work the archives has been doing with disaster response as part of this grant. Iosco County had a flood where 60 pallets of varying sized boxes and 45 large plastic totes were damaged. Pallets were haphazardly packed in randomly sized boxes with minimal descriptive information. Andrea and archives student assistant Frances Heldt are opening and inventorying boxes to determine what can be disposed per retention schedules, what needs to be returned to the county, and what can be transferred to the archives. Boxes are also being sorted by department as they work. Work started in November, and they are now on the last three pallets and plastic totes. First phase of sorting should be done by the end of February.
- In the short term, the board has also been using NHPRC funding to help counties that need uniform boxes.
- April asked about disaster response best practices for local governments. Mark talked about the prep cards that were designed several years ago and said that a future action item is to create a recordkeeping/disaster response handbook for counties. April pointed out the need for a cheat sheet/dos and don'ts type document for county officials to use in a crisis and proposed asking SCAO to push it out. Mark suggested that the Basics of Archives videos could be used to guide creation of infographics/cheat sheets.
- Marian suggested getting testimonials from local agencies the archives has helped to use in communication with other local agencies as well as showing photos with county names redacted.
- Mark walked the board through funding and expenditures. The board has spent \$8,285 of \$30,000 so far. Future action items for the rest of the funding cycle include a website update with ADA accessibility, facilitating communication on basic recordkeeping practices for local governments and other records-holding institutions, completing local government records one-pagers, and continuing resurvey of public records in Michigan.
- The goals of MSHRAB and NHPRC are to improve both preservation and access to archival records. The board can't host digital collections, but could potentially partner with MCLS/MDPN on education and digital preservation/access. This could be an item for our next grant. Mark asked for feedback on whether we're ready to do a regrant before June 1. That would be unlikely because the board needs to do some foundational work first. Chelsea indicated that the basic educational components the board has been discussing will be helpful when she gets questions at MDPN. Mark suggested that a partnership might look like MSHRAB handling education and granting, MDPN for preservation, and LM/DPLA for access. Chelsea indicated that education about metadata has been a challenge with some current projects.
- Chelsea is the new coordinator for the Michigan Digital Preservation Network. MDPN is interested in focusing on resource sharing to create a member-run digital preservation system to help institutions share costs. MDPN has been working with LM, WMU, MSU and Grand Valley to get the network up and running. Membership resources will likely include education resources about why digital preservation is important and how to advocate for a program.

- **Action items: finish and publish Basics of Archives videos, create corresponding one-pagers/infographics, complete web updates by March 1, wrap up work with Iosco County.**
- Questions: Should the board reestablish the public records survey? How does the board keep up communication with libraries and historical societies?
- The challenge with the public records survey is reassuring local agencies that the archives isn't going to take the records.
- Sandra suggested creating educational content/presenting at conferences on how to mitigate disasters before they happen and how good recordkeeping practices are important. Presentations could happen after June 1 when the grant funding expires to keep the project going and possibly include video testimonials.
- Cynthia suggested that the board start thinking about what the next grant project will be and asked if we could do the resurvey with AoM staff resources from June-December.
- Mark indicated that it might be possible if Frances could do some prep work in advance. The archives could potentially call back an additional student assistant if needed.
- Marian suggested working with students who need internships and pointed out the need to reconnect with institutions that requested Save Michigan History help in the past. Mark indicated that the board should come up with messaging about what it has been doing over the last year and what it plans to do going forward.
- Cynthia suggested including the local government/disaster response content under the SMH brand.
- Mark suggested using the March meeting for planning the 2022 grant proposal. **One action item is to review where the board stands with assessments.**
- Marian suggested making sure to list an AoM contact on disaster recovery resources and asking for feedback on what users need/want in the future.
- Housekeeping question: Is the board moving to Teams or continuing to use Basecamp? Mark prefers Teams, but some board members had IT security issues with accessing Teams. Mark will check in with folks to try to get them set up with Teams because the document collaboration tools are more robust.
- **Action items: Jess will send out draft minutes today and Mark will send out budget info next week. The board will discuss planning for the next grant in March.**

2021-2022 grant update

- The board didn't apply for funding for 2021-2022. The application for 2022-2023 is due in June.

Board member updates

- None.

New business

- None.

Adjourn

- Cynthia moved to adjourn, Lance seconded. Meeting adjourned at 11:46 am.