

**Michigan State Historical Records Advisory Board Meeting**  
**March 25, 2021**  
**Michigan History Center**  
**Zoom Online Conference**  
**10 a.m. to 12:00 p.m.**

Board members present: Mark Harvey, Cynthia Ghering, Marian Matyn, April Maycock, Lance Werner, Lindsay Hiltunen

Staff and visitors: Jessica Harden, Andrea Gietzen

**Call to order and welcome**

- Meeting called to order at 10:06.

**Approval of January 21, 2021 minutes**

- Lance moved to approve, Cynthia seconded. Minutes approved.

**Update on Basics of Archives video series**

- Four of the five videos are completed and the fifth will be done tomorrow.
- Production costs have exceeded what we paid, but the marketing company is completing pro bono.
- Mark is concerned that some of them are too basic. Board members indicated that very basic content is what's needed and the tone worked.
- NHPRC credit bumpers have been added to the end of the videos.
- Final edits will be complete in a week or less.

**Progress report on NHPRC grant**

- The board reviewed the NHPRC Board Partner Grant Expenditures document.
- The board has spent \$13,200 so far and have \$16,800 remaining.
- Andrea and Frances have been continuing work on the Iosco County project. Phase 1 should be completed by the end of next week.
- Phase 2 is reporting out in detail what should be transferred to the archives or returned to the county for scanning or destruction.
- The Basics of Archives video series is almost complete. Mark met with a web design vendor in early March about a quick analysis and theme update and a final quote should come in tomorrow. An a la carte approach may be necessary if the quote is too expensive. The website update can likely be completed by May 15.
- Marian suggested promoting the Iosco project on the new website.
- The website has an outdated list of members and meeting dates. Mark will work with Jill to update that.
- A draft of the current status of Save Michigan History has been started but is on hold until we know more about our 2022 application.
- The disaster relief presentation will be ready for the June-January non-grant period.
- The board discussed creating one-page infographics to go with the video series.
  - There may need to be separate one-pagers for local governments and local historical societies/libraries.
  - Infographics may be useful after the life cycle of the videos.

- Local governments should come first because they're currently operating. Adapt for local historical societies after/when they start to reopen.
- There may be a unique opportunity now for electronic records/scanning with remote work/stimulus funding. Local governments are trying to reduce their physical footprint.
- Marian volunteered to help with adapting materials for local historical societies.
- There's also an opportunity to promote disaster planning right now.
- Mark will work on a basic records care infographic and send around for feedback. This could include an "in case of emergency" contact at the end.
- Public records survey item hasn't been started and it's not clear how to execute in a pandemic environment. Frances may be able to revisit previous survey data after the losco project is complete.
  - Cynthia suggested prioritizing these items.
  - Mark proposed that the records survey should take precedence over having staff working on the website.
  - Can counties where record locations are unclear be prioritized? Staff turnover has created a disconnect between what government officials/local historical societies/libraries know about the records. Historical societies and libraries often don't know what they have and why.
  - It needs to be made clear that the board isn't interested in taking records back. AoM just needs to know where they are.
- Wayne County Probate index project: AoM got authorization to rehire project staff to complete. Revised cost is \$8,500 and AoM will figure out funding to get it completed after the grant funding ends. Work is currently being done by a grad student who will be away for another internship this summer.

## **2022 grant application**

- The board's last application had a three-tiered education/assessment/regrant program. Education component has changed—webinars are not ideal and in-person might not be possible in the next year.
- The board discussed going back to previous workshop participants and asking if they were able to use/implement any of the information and offer to send video links. Invite them to give feedback on the videos as well. Phone calls are more personal and might be more likely to elicit a response. Jess will see if we have contact info for previous participants.
- Some of the board's most successful interactions have been when working closely with specific institutions. Suggestions for the next grant cycle included:
  - Trying to reach a select number of institutions (3-5) to encourage and get started on a project.
  - Modeling work after other states' traveling archivist programs.
  - Limiting projects to two institutions so the board can be sure it is doing more in-depth work and building relationships.
- Perhaps traveling archivist position could be partly funded by AoM and partly by MSHRAB.
- The next board meeting is June 17, which is after the NHPRC due date.
- Benchmark dates for completing grant application:
  - NHPRC due date: June 9
  - Submit to DNR grant administration office: June 1
  - Draft application for board review: May 10
  - Outline for board review: April 15

- Cynthia volunteered to take the lead and work with a subcommittee of Lindsay, Mark, and Marian.
- Mark will reach out to other SHRABs with traveling archivist programs.
- Previous discussions of partnering with HSM on the education component were revisited, but it's been tough to implement in the past.
- Subcommittee will meet next Wednesday at 2pm to flesh out an outline. Mark will send out a meeting invite. Meeting minutes and NHPRC grant requirements will be distributed ahead of time.

**Board member updates**

- Members discussed remote work status at their institutions.

**New business**

- None.

**Adjourn**

- Lance moved to adjourn, Marian seconded. Motion passed.