

Michigan State Historical Records Advisory Board Meeting
October 8, 2020
Michigan History Center
Zoom Online Conference
10 a.m. to 12:00 p.m.

Board members present: Mark Harvey, Sandra Clark, Cynthia Ghering, Lance Werner, Lindsay Hiltunen, Marian Matyn

Staff and visitors: Jessica Harden, Andrea Gietzen

Call to order and welcome

- Meeting called to order at 10:07.

Approval of minutes from 6/11/2020

- Need to change reference to 2020 grant to 2019 grant (extended into 2020).
- Lindsay moved to approve with change above. Marian seconded. Minutes were approved.

Review 2021 meeting schedule

- The board will plan on meeting virtually unless otherwise noted. Mark will ask Sheri to send out proposed dates based on dates when the board typically meets each year. Once members confirm, Mark will put it on the website and send dates to NHPRC.
- Katheryn and Cynthia's terms are up this year.

Update on Basics of Archives video series

- This was in the 2018 grant and was delayed for several reasons.
- Mark posted draft scripts this morning based on work with a marketing firm that helped to make the content more digestible.
- The scripts cover the topics from previous Basics of Archives workshops. They are less detailed, but it is hard to deliver the more detailed content online. They are quick hits geared toward people who are new to archival concepts.
- Content is designed to be shareable with other states.
- A pilot was recorded but needs to be redone. Mark is doing that tomorrow.
- The board discussed sharing the videos in places like Archivists Think Tank (a Facebook group of archivists and others who work with archival collections where people ask questions). Sourcing FAQs/common questions from Archivists Think Tank and getting input from a variety of professionals to do a capstone Q&A video was also discussed.
- Writing a Showcasing the DNR article about the videos when they are complete was discussed.
- The board discussed whether MSHRAB could have its own Facebook presence or if everything needs to be run through the Michigan History Center account. Sandra indicated that a MSHRAB account shouldn't be a problem.
- The board discussed providing links to reputable informal affiliations where people can ask questions/find information.
- If board members have suggestions for the scripts, they should let Mark know. Changes can still be made. Cynthia indicated that the students who wrote the scripts did a good job making the content understandable to people without archival training.
- Videos are likely to be 3-6 minutes in length.

Current grant projects in light of COVID-19 restrictions

- Deliverables for the current grant are 2 basics of archives workshops (Mark has done one) and 20 on-site assessments (COVID has made this difficult to accomplish).
- Mark talked to Dan Stokes at NHPRC and Dan said that NHPRC is being flexible with how states use their remaining grant funds.
- Board contacts in Midland have indicated that they have documents that have been frozen, including some local government records. They are waiting on insurance to start with gamma radiation and Mark expressed concern about paper degradation. They asked Mark about valuation for local government records and he suggested providing a number that would cover creating digital surrogates. Other contacts have indicated that they have surpassed their fundraising goals.
- Since Midland doesn't need additional assistance, the board can help other localities.
- The Archives has been working with Iosco County on sorting 1,000 cubic feet of flood-damaged records for which there was no inventory. The Archives is having the material sent to its off-site storage to sort. Archival records will be digitized, active records will be sent back.
- NHPRC indicated that it is acceptable to use the grant money to work with local government agencies to create inventories and Mark is suggesting partnering with the State Court Administrator's Office to reach out and stress the need for basic inventories and to use the funding to pay for boxes and freight charges that the Archives would bill back to the local agencies. Funding would also be used to have a grad student assist Andrea with inventories/site visits and reworking the MSHRAB website. The board expressed support for this idea and the proposed budget breakdown is as follows:
 - \$12,000 for grad student pay, \$10,000 for local government supplies and archives-in-a-box kits, \$5,000 for local government shipping costs, and \$3,000 for marketing videos (possibly create one more video)
 - In order to spend the grad student money, the board would have to ask for a 3-month extension.
- The board discussed creating a handbook for local governments that would be available online for ease of editing. Mark will reach out to the CoSA mailing list to see what other states have done and whether the board might be able to use that as a starting point.
- Marian indicated that there are many students who are looking for volunteer experience and suggested posting call outs for "instant archivist" assistants when we do site visits and inventories. Andrea indicated that she is comfortable with this if she is there with them for at least the first visit. Ideally, the students will be paid and the board discussed using an honorarium system rather than hourly pay because that would be easier to implement administratively. The Archives needs to do some internal planning before moving forward with this plan.
- Reallocating funding for the online local government manual and student honoraria was discussed and board members supported these changes.
- Mark will tighten up and write a narrative for the draft budget and share out for board member review.
- The board discussed requesting a six-month extension to account for planning and the pandemic slowing down state government functions. The board would then request to start the 2021 grant at the end of that extension in June 2021.
- Other states have contacted Mark to ask about Save Michigan History and promoting that success on social media was discussed.

Web update

- The Archives currently has a grad student assistant (Frances Heldt) who Mark proposed moving over to MSRHAB work and giving responsibility for website revisions.
- Cynthia has already started creating content and will connect with Frances.

Board member updates

- Board members gave updates on COVID-related changes at their institutions.

New business

- None.

Adjourn

- Lance moved to adjourn, Marian seconded. Meeting adjourned at 11:27.