

**Massachusetts State Historical Records Advisory Board (MA SHRAB)
Meeting**

Date: May 14, 2014

Time: 10:00 am to 12:10 pm

Locations: Massachusetts Archives

220 Morrissey Boulevard

Boston, MA 02125

Attendance: Rob Cox; Penni Martorell; Veronica Martzahl (Secretary); Cliff McCarty; Dan McCormack; Rachel Onuf; Kaari Mai Tari, and Jack Warner (Coordinator)

Absent: Libby Bouvier; Vicky Kruckeberg; and Gregor Trinkaus-Randall

Call to Order

Jack Warner called the meeting to order at 10:00 am.

Approval of Minutes

Minutes from the March 12, 2014 meeting were approved by unanimous consent.

Discussion of SHRAB Grant status

Jack and Veronica Martzahl informed the group that a letter has been submitted to Dan Stokes at NHPRC requesting that the current grant (scheduled to complete June 30, 2014) be extended through December 31, 2014. The next grant will then run from January 1 – December 31, 2015. The MA SHRAB will not need to submit a grant request for the next grant cycle.

Roving Archivist Program Updates

Rachel Onuf submitted a report to the Board (see Appendix A). She is actively working on building up relationships with the organizations to ensure that results are sustainable over time. The group discussed promoting the program further and getting the word out about these services, highlighting the following concerns and possible strategies.

- Geographic diversity?
- Map of places served?
- Brochure of successes?
- Blackstone Valley Heritage Corridor?
- Essex National Heritage group?

Review of 3rd Round of Roving Archivist Program Applications

The group reviewed and approved the following applications for Roving Archivist services.

Franklin Regional Council of Governments – Level 1 Services in conjunction with Archives staff

Longmeadow Historical Society – Level 3 Services

Sons and Daughters of Hawley, Inc. – Level 1 Services

Swift River Valley Historical Society – Level 1 Services (Rob Cox and Cliff McCarty recused themselves from discussion as members of the Board for SRVHS)

Review of 2nd Round of Regrant Program Applications

The group reviewed and approved the following requests for regrant funds with the following notes:

Dedham Historical Society and Museum – Approve with suggestion that they re-apply for additional funds to further preserve materials more fully; if they would be interested they should apply for Level 3 RA to help with prioritization. - \$885.10

Egremont Historical Commission – With suggestion from Gregor Trinkaus-Randall regarding sealing the wood - \$1,000

MyTown – Approved with directive to the RA to contact them as well to offer assistance and guidance - \$560

Worthington Historical Society – Use the money for the bookcases and shelving not chairs, - \$1,000

The following applications were reviewed and rejected at this time:

Office of the City Clerk, Everett – Denied for need of more information, can reapply or apply for Roving Archivist Level 1 services to help clarify their needs; the group determined that regrant funds are not available to carry out municipal requirements such as appropriate records destruction.

Swift River Valley Historical Society – hold decision until after the Roving Archivist completes Level 1 services

Forum Update, Planning and Next Steps

Program

The program is largely set. Brad Westbrook will be unable to participate, so Rachel will conduct the ArchivesSpace session on her own. She is working to bring in recipients of Roving Archivist services to speak during the RA Update section of the program.

Veronica has secured two additional speakers for the Digitization Panel: Paige Roberts from the Phillips Andover School and Stephanie Call from the American Jewish Historical Society. They will be joining Aaron Rubinstein from U-Mass Amherst.

Catering

The group discussed the possible menu for the event. We will provide a Continental breakfast which includes coffee and tea service and a lunch wrap/sandwich option. Participants will be asked to donate \$10 to help defray the cost of lunch.

Additional supplies

The following additional items will be needed for the event:

- Name tags
- Attendance sheets
- Folders
- Program – sponsors
- SHRAB Brochures
- Reprints and RA info

Appendix A: Report from Rachel Onuf, Roving Archivist

Dear SHRAB members,

I'll make a habit of sending a brief update of my work every two months. Since this is the first, it goes all the way back to February. I'll be at the meeting tomorrow and would be happy to discuss anything that interests you.

I have done 12 site visits to 10 institutions. Seven had category one grants, and I have written 5 reports (2 outstanding). Two of the places I visited, Grafton and Longmeadow, have reapplied for a grant, this time a category three, and Littleton and Egremont have applied for regrant funds. One of the strengths of this grant program is that it allows applicants to keep building on the progress they make.

This progress is also apparent with the category three applicants. I have made return visits to two of the category three institutions, The Ecotarium and Perkins School for the Blind. At the Ecotarium, I helped the collections manager assess the archives before she moved them to a better storage space. Once she had moved them, I returned to do some more appraisal and discuss storage options. The plan is for me to return and help Kaleigh catalog the archival materials in PastPerfect, the system she uses for the specimens and other collections in her care. At Perkins, Molly gave me a tour of the archives, we debated the merits of archival standards and collections management systems, and sorted through a collection of Helen Kelleriana. It was not a good candidate for MPLP, which Molly was curious to try out, so I returned this week to tackle the files of the director's office. Molly had carefully extracted the files from cabinets a year ago but we still needed to reorganize chunks of files. Four different directors were represented and we created a file-level inventory for approximately half of the 34 banker's boxes in the course of the day. She was pleased with the progress we were able to make and believes that file-level access will suffice, at least initially.

The remaining 9 visits are scheduled. I slowed down during the lengthy sugaring season, when I had large time commitments on the farm where I also work, but am now working about 20 hours per week on roving work.

I am developing the roving panel for the June 19th forum, and plan to have two or three rovees participate. I also want to promote the program in the NEA newsletter, on the Fans of the MA SHRAB Facebook page, and other venues. I am also participating in the group Gregor has assembled to discuss preservation digitization planning for the Commonwealth.

Best wishes,
Rachel