

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Conference Call Meeting ~ Monday, November 17, 2014
Barrett Building-3rd Floor Conference Room, Cheyenne, WY

Approved Minutes

Note: These minutes are abridged.

1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 10:01 a.m.
Mike completed roll call as members called in via conference call.

2. Roll Call

Members in attendance:

Mike Strom-SHRAB Chair & State Historical Records Coordinator, Cheyenne, WY
Tony Adams – C.R.M., Cheyenne, WY (via conference call)
Lokey Lytjen – Teton County Library, Jackson Hole, WY (via conference call)
Sarah Brown Mathews – Wyoming Public Media, Laramie, WY (via conference call)
Scarlet Skorcz – Western Wyoming Community College, Rock Springs, WY (via conference call)
Carol Thompson – Supreme Court Clerk, Wyoming Supreme Court, Cheyenne
Robert Webster, Sheridan, WY (via conference call)

Members absent:

Courtney Bohlender – City of Riverton, WY
Sherry Daigle – Teton County Clerk, Jackson Hole, WY
Rick Ewig – American Heritage Center, University of Wyoming, Laramie, WY
Judith Olah – Cheyenne Regional Hospital, Cheyenne, WY

Guests: Paul Goodson, Wyoming State Library

3. Approval of previous minutes:

Tony moved to approve the minutes as amended for August 1, 2014. Seconded by Scarlet Skorcz. Motion passed unanimously.

4. Greetings and program updates

Mike welcomed everyone to the SHRAB meeting and introduced Paul Goodson with the Wyoming State Library.

Mike gave an update on the ongoing processes with the State Electronic Records Repository and revision and updating of the state retention schedules for agencies and political subdivisions. He related the Archives continues to work to completion for the retention schedules and to calm the waters where questions remain with agencies and political subdivision schedules. In addition Mike asked that the board help to direct any communications or questions about the repository and updated retention schedules to him.

Pilot projects for the Digital Archives continue with the Secretary of State and State Parks and Cultural Resources. Recent additions include the Dept. of Insurance; Dept. of Health-Vital Records; and Adjutant General (military). The Office of the State Engineer continues to be in communication as well, however options are under discussion, as they have their own 'on-line e-permitting system and search engines'.

The State Archives will be upgrading to the newest version of HP TRIM, called HP Records Manager. Mike reminded everyone this is and has been a huge project with an extended and lengthy implementation process. The Digital Archives is available only to Wyoming State Agencies (including Boards and Commissions) at this time. We hope that political subdivisions will be involved at a later date.

5. Budget Overview

Mike reviewed the current 2014-2015 budget overview. Lokey Lytjen asked if funding for the upcoming workshop and other possible expenses were included. Mike related those were not on the report. The revised budget overview report would include those expenses not yet dispersed with an estimated amount of \$7,111.00 grant funds available (through June 30, 2015). Lokey Lytjen motioned to approve the Budget report as amended. Seconded by Carol Thompson. Motion passed unanimously.

6. Old Business

No old business or actions were taken.

7. New Business

A. Strategic Planning – 2/27/2015

Mike related Fran Van Houghton will be the facilitator for the Strategic Planning session during the February 27, 2015 meeting. Fran's fees and expenses are anticipated to come in under \$3,000.00. Mike is still working on the location for the meeting and anticipates it to be at the State Library or Little America. The meeting will have a conference call option for those unable to attend in person.

Mike expressed his hope that all the board will be able to attend not only the meeting on the 27th, but also the Shared/Combined Dinner and the Governor's Art Awards Dinner. A short discussion followed regarding state rates for lodging and planning to include enough time for strategic planning. No action was taken at this time.

B. Archives Month

Mike summarized Archives Month activities for the month of October: Suzi Taylor (with the State Archives) accomplished a nicely done electronic poster. Suzi also gave a presentation to the Cheyenne Genealogical and Historical Society on how to use primary sources in genealogical research. Suzi and other State Archives staff members publicized Archives Month on the Archives' [blog](#) and [Facebook](#) and [Twitter](#) pages. The State Archives participated in 'Electronic Records Day' on October 10th and in the 'Ask an Archivist Day' the end of October.

C. Other New Business

- Additional information for the spring workshop or strategic planning was not yet available.
- Pat Newbern gave a summary of the most recent WY Chapter of ARMA General meeting with Guy Beaudoin from the State Vital Statistics presenting. Guy's presentation was very informational. Additional coverage on the effects of the recent court approval of same sex marriages and how the trickledown changes on state/county marriage license forms and recording of same sex marriages for vital statistics has had a tremendous effect on form and recording processes was very interesting.
- Pat related the annual WY Chapter of ARMA Spring Seminar will be held March 17, 2015. Featured speaker will be Mark Diamond of San Diego, CA. The Seminar title is 'Information Confusion – Where is all Our Data?' will address 'hoarding electronic records'..... which we all do, and how do we get this under control. Additional speakers contacted to participate are Sheri Nystad and Lydy Naj with Janus Group presenting on Inventories and Data Maps and Guy Beaudoin with Wyoming State Vital Records.
- Tony Adams motioned the SHRAB support the upcoming WY Chapter of ARMA Annual Spring Seminar to be held March 18, 2015. Seconded by Carol Thompson. Motion passed unanimously.

D. Date, site, location for next SHRAB meeting:

Mike related the next meeting will be held on February 27, 2015 in conjunction with the annual Governor's Arts Award Dinner and the Shared/Combined Dinner. Mike will forward respective information to the board as we get closer to 2015.

8. Executive Session, if necessary:

An executive session was not necessary.

9. Adjournment

There being no further business, Lokey motioned to adjourn the meeting. Seconded by Tony Adams. Motion passed unanimously. Meeting was adjourned at 10:31 a.m.

Respectfully submitted,

Pat Newbern