

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Friday, February 27, 2015
Wind River Room-Little America, Cheyenne, WY

Approved Minutes

Note: These minutes are abridged.

1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 9:07 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
Courtney Bohlender – City of Riverton, WY (via conference call)
Lokey Lytjen – Teton County Library, Jackson Hole, WY (via conference call)
Sarah Brown Mathews – Wyoming Climb, Cheyenne, WY
Scarlet Skorcz – Western Wyoming Community College, Rock Springs, WY
Carol Thompson – Supreme Court Clerk, Wyoming Supreme Court, Cheyenne
Robert Webster, Sheridan, WY

Members absent:

Sherry Daigle – Teton County Clerk, Jackson Hole, WY
Rick Ewig – American Heritage Center, University of Wyoming, Laramie, WY
Paul Goodson, Wyoming State Library
Judith Olah – Cheyenne Regional Hospital, Cheyenne, WY

Guests:

Milward Simpson, Director-State Parks and Cultural Resources
Mark Shelstad, Deputy Wyoming State Archivist

3. Approval of previous minutes:

Tony moved to approve the minutes as amended for Nov. 17, 2014. Seconded by Scarlet Skorcz. Motion passed unanimously.

4. Greetings and program updates

Mike welcomed everyone to the SHRAB meeting and related Paul Goodson has been appointed by Governor Mead to serve on the SHRAB from the Wyoming State Library.

Mike gave an update on the current status with the State Electronic Records Repository and related the Archives will be phasing out microfilming with the projected final date of June 30, 2015. Lokey and Sarah shared their questions about the State Library Newspaper Project. Mike related the Archives is working with Maggie Farrell (UW) and Lesley Boughton (Wyoming State Library) to identify options for continued filming of Wyoming Newspapers. A short discussion with additional questions followed regarding Wyoming state statutes requiring microfilming. Mike related he has been in communication with the State Attorney General's office and has requested their determination/ruling for clarification of digital imaging VS microfilming to identify the electronic file as the permanent record.

Continuing on with the Repository, Mike related one of the most difficult messages is 'how do we get the information out to everyone (all agencies and organizations), if you don't place your electronic records in the Repository as an Archive Quality PDF (PDF A), so we can maintain it, refresh it, and migrate as needed? There are still agencies maintaining the hard copy after scanning, and maintaining the electronic file as well. Mike explained this is a records management problem faced in general. The Repository will provide agencies the ability to manage their electronic records. Tony asked about long term budget support and Mike related this is still an area they are still struggling with, but they are still moving forward with budget expense for maintenance and preservation. Robert ask if each agency is going to have to have a transfer of funds for this and Mike related that the Archives is not receiving funds from other agencies. Storage costs will be billed by the Enterprise Technology Services (ETS) with the Archives responsible for

other costs up to a certain amount. Additional cost to agencies includes licensing fees/charges for Agency users. Ultimately, Mike related agencies should be responsible for their electronic stored information (ESI). Scarlet related, as a public entity (i.e. Southwestern Wyoming Community College, Rock Springs), they are required to pay for their licensing requirements.

Mark added information for the 'Archives Web Drawer' which will be available to the public to view public electronic records.

Milward Simpson, Director of State Parks and Cultural Resources stopped by to express his appreciation the Wyoming SHRAB. Discussion moved to the Digital Data Privacy Task Force and Mike added he and Mark attended the Lander Task Force meeting last year. Archives is moving forward with the Governor's support and significant legislative fund support of streamlined processes.

5. Budget Overview

Mike reviewed the current 2014-2015 budget overview. Lokey Lytjen asked if funding for the upcoming oral history workshop with Barbara Bogart's expenses were sufficient. Mike explained the travel and expenses should be covered as approved (\$500.00 or less), and that with this being a two year SNAP Grant, we should have some flexibility. Robert Webster motioned to approve the Budget report. Seconded by Sarah Brown Matthews. Motion passed unanimously.

6. Old Business

A. Re-Grant update: Mike related to date, we have not received any final reports. The Re-Grants have until May 30, 2015.

B. Introduction to Digital Preservation workshop: Mike related the plan for the Cody workshop with Liz Bishoff did not work, however Mark did go up and we are looking forward to having Liz present at the Water Manager's Conference coming up April 21, 2015 in Casper. There is an anticipated raise in cost (\$1,250.00 instead of the approved \$750.00), but that this opportunity will be for a much larger audience. Tony Adams motioned the SHRAB pay up to \$1,250.00 for Liz Bishoff to attend and present at the Water Manager's Conference in Casper, April 21, 2015. Seconded by Lokey Lytjen. Discussion followed: The statewide Water Managers Conference includes a lot of people involved in state water issues including the heavily regulated energy exploration industry with fracking. Mark related Lizz will present for six hours. Tony asked how the registration fees will be structured and if SHRAB members would be able to attend for free. Sarah also asked if necessary, if scholarships could be considered. Robert asked if this amount would come out of the \$5660.00 Workshop line of the budget report. Mike related yes, it would be from the \$5660.00 Workshop line and that he would follow up on the fee structure. Lokey asked if we could publicize this workshop as it is needed to be done soon. There being no further discussion the motion was passed unanimously.

7. New Business

A. Oral History workshop in Lander, Saturday-May 2, 2015:

Mike related Jack States and the Lander area will be hosting an 'Oral History Workshop' May 2, 2015. This workshop is sponsored in part through a Cultural Resources Grant and Mike explained this group is very excited about the workshop. The SHRAB assisted last year's Torrington Oral History Workshop with \$475.00 for Barbara Bogart's assistance, and the Lander workshop is anticipated to cost closer to \$600.00. Sarah Brown Matthews motioned to increased support for Barbara Bogart up to \$600.00 at the Lander Oral History Workshop, May 2, 2015. Tony Adams Seconded. Motion passed unanimously.

B. Other New Business:

i. NHRPC Funding:

Mike and Tony recently attended a SHRAB Webinar and learned there is federal legislation soon to come up for vote that could de-fund the NHRPC approximately 35%. This legislation is due to come up for vote on March 16. Mike asked each of the SHRAB to contact their state congress and senate delegates and ask that the budget be doubled to \$10 million and not reduced. Mike related he would send an 'action alert' with Re-Grant information to be included in communications to show how much the State of Wyoming has received as well as how much has been returned and expended

with in our state. Mike will continue to track this issue and keep the SHRAB in communications. In addition Mike will work with Mark Green of the American Heritage Center to co-send a letter.

ii. SHRAB SNAP Grant and Re-Grant Historical Matrix:

Mike asked for comments on the Historical Matrix. General comments related the matrix was helpful to have tracking of programs and good to high-light what various projects have accomplished. No further action was taken at this time.

iii. Public Records Meeting Act

Mike explained the SHRAB is covered under the Public Meeting Act. Mike has sent out public press releases through the State Parks and Cultural Resources (SPCR) PIO for SHRAB meetings and activities. In addition Mike has been in communication with Ryan Schelhaas, SPCR legal counsel to make sure the SHRAB is following appropriate proceedings for meetings, quorum, and the re-grant committee. Tony related the SHRAB does follow through with our committee and meetings per the By-Laws. Following a brief discussion, Tony Adams motioned to delete Article VII, Parliamentary Authority from the By-Laws of the Wyoming SHRAB. Seconded by Lokey Lytgen. Motion passed Unanimously.

iv. Board Roster

Mike shared that per the current SHRAB listing, 5 board members are due to expire this April 1, 2015. Governor Mead has been active approving state boards and their activities and Mike will check with the Governor's office for renewals for board members who would like to continue their service with the SHRAB. Sarah Brown Matthews related her position has changed and she is no longer representing Wyoming media, as she is now with Wyoming. Discussion followed about staggering the board positions, and Mike related they were fairly staggered now and should be good. Mike asked for the board members to please contact him about their terms.

v. Conference call with Dan Stokes, Director with NHPRC

At 10:30 a.m. Dan Stokes with the NHPRC called to speak with the WY SHRAB. Dan introduced himself and explained the goals of the NHPRC: To preserve and make available the records of the United States. He explained current goals of the NHPRC are changing to expand to current distribution of documents and historical programs, etc. The largest arena at this time are those records and programs that will be "available on-line" to the public, including publishing (can include documents not yet transcribed). Dan explained that some SHRABs may need to change to include more of their projects and activities available 'on-line'. On-line access allows for greater public understanding of all levels of the Archives from students to the general public. Dan went on to detail the importance of accurate websites and reliable information that we are creating and have available. Collaboration efforts with other entities help to bring many people together. Probably the best example was the FEMA efforts with Hurricane Katrina. Their work to enhance efforts to understand and their use digital literacy were paramount. New digital formats were created and used such as crowd sourcing, creating websites, and having help to transcribe their needs. Dan then related the importance of how some state SHRAB's re-grants that have helped their processes for re-grants to scale down to small volunteer organizations and projects that helped to build project and process capacity, including interns and forward looking more to 'on-line resources'. Ultimately, making records available on-line is the best for the public. Dan shared several state SHRABs that have up-changed their processes: Massachusetts has included multiple processes including a traveling archivist, and Montana Memory. Robert Webster researched on his laptop and related Wikipedia immediately showed the top 2 websites and Tony asked about the Library of Congress and the Wisconsin digital DPOP. Additionally Dan explained some SHRABs are using a curriculum for teaching classes or workshops similar to what COSA has done-which gets more board members involved and going out to teach workshops. This works well as some do the project process and additionally board members offer training for others to learn the process.

Mike added the SHRAB continues with collaborative strengths with the Wyoming Chapter of ARMA and other areas for records management training. Lokey asked if other SHRABs have staff that help them accomplish their various tasks, as all the WY SHRAB have full time jobs in addition to their volunteer SHRAB efforts. Dan related the NHPRC has supported and funds an individual with the Utah SHRAB, and that Montana now has an option where they have a student board that helps with

the process monitoring. Dan explained projects don't have to be huge and sometimes traveling archivists don't always work. Dan reiterated that the key to the success is to verify and make sure the 'cost share' is accurate and worked out.

Tony asked if Dan could explain the administrative funds criteria and what administrative funds can be used for. Dan related how funds may be used depends upon the 'SNAP Grant performance objectives criteria'. The objectives MUST be adhered to, and that auditors are now paying a great amount of attention to how closely we follow our objectives and to make sure funds are not inappropriately spent outside of the criteria. Administrative funds are normally considered to be 25%, which can be used for example: Travel and meeting costs; And COSA dues.

Tony asked if preparing a mailing list was an acceptable administrative expense and Dan said yes. Tony asked about updating of the manuals and what the time line might be. Dan related that process is almost up to date and that they hope to have the manual completed by May. In the past NHPRC have had separate manuals for members, coordinators, etc. and that they are placing them all together in one. Mike asked if what the NHPRC seemed to want most was for the direction with most of the funds going to re-grants and less to administration (25%)? Dan replied that yes, those are the areas that are of most interest to the Council. Example would be NARA influences with the NHPRC plan. Our interests may vary from year to year, and they aren't trying to tell the SHRABs what to do, but what is most valuable to our State.

Tony asked if expenses are ok for food at our meetings and Dan related the SHRABs cannot spend grant funds for food unless it's a part of what you are doing: That with full day activities food is probably expected-just not excessively. Half day activities-probably not. So long as its integrated into your meeting/activity processes it can work. Mike asked if the SHRAB needs to identify that food is an expense? Dan replied if there is not a large number we don't want you to hide it, but we don't want you hide the expense either.

With no further questions, Mike thanked Dan for his time and sharing the morning and so much information with the SHRAB, and Dan signed off at 11:14 a.m.

v. WY Chapter of ARMA Spring Seminar

Mike asked Pat Newbern for information about the WY Chapter of ARMA Spring Seminar. Pat related the seminar will be held March 17th at the Health Building at Laramie County Community College in Cheyenne. The featured speaker is Mark Diamond and the other 2 speakers are Sheri Nysedt and Lindy Naj. The seminar will cover electronic records and the importance of knowing what and where our data is and offer the means to help us know what to keep, what to destroy, and how to help ourselves to know and understand that we need to stop hoarding as well as how to set up inventories and mapping. Lokey motioned to approved \$1,000.00 financial assistance to the Wyoming Chapter of ARMA for their Spring Seminar. Seconded by Carol Thompson. Motion passed unanimously. Tony asked if SHRAB members could attend and Pat related SHRAB members have always been offered No Charge registration for their Seminars. Tony then noted he would like for Mark Shelstad to attend for free from the WY SHRAB. Pat related she would get a registration form to Mark

8. Executive Session, if necessary:

An executive session was not necessary.

9. Adjournment

There being no further business, the business meeting was adjourned at 11:10 a.m.

Mike will email the SHRAB with anticipated future date(s) for the next meeting.

Following a short break, at 11:23 a.m. Mike introduced Fran Van Houghton from Jackson, WY to facilitate the SHRAB's Strategic Planning session. Fran gave a short bit about information about herself and thanked the SHRAB for the opportunity to work with them today and the Strategic Planning session began for the creation of the SHRAB's 2015-2019 Plan.

Respectfully submitted,

Pat Newbern