

MAINE ARCHIVES ADVISORY BOARD  
MINUTES

Maine State Archives  
August 19, 2016  
10 am

PRESENT: Chairman: Twila Lycette,  
Board members: Sam Webber, Howard Lowell, Nina Osier, Elaine  
Stanley, State Archivist David Cheever

Records Management Analyst Felicia Kennedy,  
Archives Director Tammy Marks, Archivist III Sam Howes,  
Archivist I Helen Tutwiler,  
Guests: Jennifer Tarr, Suzanne Brochu

ABSENT: Board member: Susan Bulay

Chairman Lycette called the meeting to order at 10:02.

The Minutes of the January 8, 2016 meeting were approved as amended to include the Schedule identifiers (Schedule 1355, Series 1 – OPLA Policies & Management Materials Related to Legislative Operations) for the items acted upon.

Records Management Analyst Felicia Kennedy presented a review of Governor's Office Schedules for Board disposition. These included Schedules 2015 through 2024. Jennifer Tarr and Suzanne Brochu assisted the Board in explaining the activities related to the respective schedules and how, in most instances, the document produced that would otherwise be considered archival, are duplicative and that their record copies are already preserved and covered under other agency responsibilities, such as the Legislature and the Secretary of State. The documents will be retained in the Governor's Office until the end of the gubernatorial term, and, unless encumbered by litigation, would be subject to destruction. The Board concurred (Howard Lowell: motion, Sam Webber 2<sup>nd</sup>) with the assessments and justifications for disposition.

The Board then considered several items proposed for de-accession. The first was a proposal by the Department of Transportation to destroy 103 boxes of Title Abstracts for transportation projects. Kennedy explained that the projects in the extant cases have long been completed, and that any relevant archival records pertaining to the effected properties already are retained in the appropriate registry of deeds, which renders the MDoT Title Abstracts duplicates and of no use to the Department. The Board (Elaine Stanley:

motion, Nina Osier: 2<sup>nd</sup>) unanimously approved the de-accession. Kennedy said that additional boxes may be offered for similar treatment upon further Department review.

State Archivist David Cheever presented the argument for the de-accession of the Sea and Shore Fishery Authority's news clippings. The agency no longer exists, and the responsibility for newspaper and periodical preservation belongs with the State Library. Cheever said that the clips included regional and national articles and were not State documents. The Board unanimously approved (Lowell: motion, Webber 2<sup>nd</sup>) to de-access the clip file and transfer it to the State Library for determination of best use.

Cheever also spoke to the proposal to de-access a letter in the Archives' holdings that was purported to be the last letter ever signed by Henry Wadsworth Longfellow. Former Archivist III Betsy Spekke had investigated the claim and proffered to the Board that the actual last letter is in the possession of the New York Historical Society, and that research conducted by the Maine Historical Society (MHS) determined that the recipient of the letter had executed close copies of the correspondence for promotional purposes, and that several copies of the last letter had previously surfaced. The Board authorized the State Archivist to ascertain whether another agency, such as MHS or the Maine State Library, might wish to hold the letter copy as a curiosity item. Howard Lowell said that the extra effort would satisfy all due diligence concerns. Cheever said that he would follow the Board's suggestion and report at or prior to the next Board meeting.

Felicia Kennedy then introduced her concern arising from the review of 13 boxes of records (Schedule 1565) from the now-defunct Low Level Radioactive Waste Authority. She informed the Board that the contents of at least three boxes, and perhaps the entire transmittal, contained office documents so routine that they would not meet minimal consideration for archival preservation. The Board agreed (Twila Lycette: motion, Elaine Stanley, 2<sup>nd</sup>) and approved a plan for Kennedy to inspect the contents of the remaining boxes, consolidate the archival documents and destroy the low-value records.

Cheever provided an update on matters pertinent to the Board and the agency that drew attention since the January meeting. He cited the work of the Government Oversight Committee and how the Board's work had become an item of interest arising from records management controversies, and the likelihood that Secretary of State Matt Dunlap may offer legislation in the upcoming session relating to the Board's function and authority. He also updated the Board on the pressures regarding the Cultural Building and on-going initiatives to repair, expand, or replace the building.

The Board then resolved to hold to the earlier schedule and meet on November 18, at a time and location to be determined. Although uncertain of the amount

of material that could be subject to Board review, the Board indicated a willingness to discuss initiatives that could expand the areas of interest and activity, such as digital archiving and the promotion of adherence to records management practices.

Under new business, Elaine Stanley presented her letter of resignation from the Board, effective upon the conclusion of the meeting. She read the letter, praising the Board's work and lauding her association with the members, and affirming the value of the work provided by the citizen board. She concluded, however, that she believes that she has had sufficient tenure on the Board and that it is time for her to enjoy other pursuits. Cheever accepted the letter, expressing appreciation and gratitude for her service, and expressed the wishes of the Board for healthy and happy retirement.

The meeting adjourned at 12:04.