



Archives Advisory Board

Meeting Minutes

December 15, 2022

1:00pm – 2:30pm

Location: Zoom

Board Members Present: Eric Stout, Brenda Kielty, Greg Zinser, Adelaide Solomon-Jordan, Paige Lilly, James Francis; Shelly Crosby, Jennifer Tarr

Board Members Absent: Shirley Browne

MSA Staff Members Present: Kate McBrien (ex-officio), Felicia Kennedy, Tiffany Tattan-Awley, Tammy Marks, Heather Moran

Public Members Present: Chris Parr

Meeting called to order at 1:01 pm

Welcome and Land Acknowledgment

Kate McBrien welcomed everyone to the meeting and recited the land acknowledgment which is offered by the Maine State Archives at each Archives Advisory Board meeting.

Welcome

James welcomed everyone to the meeting and did a roll call.

Approval of October 20, 2022 Meeting Minutes

The minutes were approved. *(Greg Zinser made a motion to approve the minutes; Paige Lilly seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes; James Francis, yes. Voting was 6-0 in favor of approving the minutes.)*

Consideration of Records Schedules

The following schedules were discussed:

- a. Historic Preservation Commission (Amendment) *(Eric Stout made a motion to approve the schedules with the amendments to adjust the schedules so they match the General Schedules and match the retention (six years) for the financial records; Greg Zinser seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes; James Francis, yes. Voting was 6-0 in favor of approving the schedule. Two members were not present at the time of voting.)*
 - i. Historic Archaeology Reports
 - ii. Pre-historic Archaeology Reports

- b. Department of Corrections / Central Office - (Probation) (Amendment) *(The request was to change retention from 30 years to 10 years to match the adult facility records. A motion to accept the schedule as submitted, and explained by Felicia, was made by Paige Lilly seconded by Greg Zinser. The following Board members voted as follows: Eric Stout, yes; James Francis, yes; Adelaide Solomon-Jordan, yes; Greg Zinser, yes; Brenda Kielty, yes; Paige Lilly, yes. Voting was 6-0 in favor of approving the schedule. Two members were not present at the time of voting.)*
 - i. Adult Community Probation Individual Case Files

- c. Department of Public Safety / Computer Crimes Unit – (New Series) *(The request was to keep in agency for six years and 40 years at the Records Center. The Board didn't feel that the explanation fit with the description. It was suggested to consult with AAG Jon Bolton and get a more definitive answer. Paige Lilly made a motion to consult with AAG Jon Bolton and get clarification before approving this schedule seconded by Adelaide Solomon-Jordan. The following Board members voted as follows: Eric Stout, yes; James Francis, yes; Adelaide Solomon-Jordan, yes; Greg Zinser, yes; Brenda Kielty, yes; Paige Lilly, yes; Shelly Crosby, abstained; Jenn Tarr, abstained.)*
 - i. Computer Crimes Unit Laboratory Case Files

State Archivist Report

- a. Maine State Archives Deaccession Policy Draft – Kate explained the purpose of the Deaccession Policy and answered questions from the Board. James suggested having an agenda item for this so that items can be addressed at each meeting. Items to be disposed of are logged and the log is archived and kept permanently.
- b. Right to Know Advisory Committee discussion and recommendations – This committee has looked at disciplinary records of public employees. This topic came up with discussion regarding law enforcement employees. They are looking at the retention schedules for these records. There was a concern that union contracts supersede the General Schedule retention for such records. The committee will be making recommendations to change the General Schedules relating to this topic and to change the statute relating to this.
- c. Bill to add member of the Press to the Archives Advisory Board – Kate shared the draft bill which adds a member of the Press to the Archives Advisory Board. Senator Carney from the Right to Know Committee suggested that a member of the Press be represented on the Board. The Board brought up adding another member makes the Board consist of ten members and can be problematic regarding a tie in voting. The Board will think of solutions to get an odd number of members.

Report of Standing and Special Committees

None.

Potential Agenda Items for Future Meetings

- Discuss the bill adding a new member to the Board
- Add a line to the Deaccession Policy regarding adding deaccessions at any time to the Board agenda
- Discussion of disciplinary records within the RTKC
- Paige asked how far off the Board was for reviewing the Local Government schedules. Felicia noted that she has merged Shelly Crosby's notes and her notes and rewrote an introduction to match what the State General Schedules have. Felicia noted she could have something ready for the Board to review at the next meeting. Paige mentioned just an update would be good with areas provided that need input.

Adjournment

The group agreed to adjourn. Meeting adjourned at 2:35 pm

The next meeting is scheduled for February 16, 2023 at 1:00 pm