



Archives Advisory Board

Meeting Minutes

June 23, 2022

1:00pm – 2:30pm

Location: Zoom

Board Members Present: James Francis (Chair), Eric Stout, Brenda Kielty, Shelly Crosby (Vice-Chair), Jennifer Tarr, Shirley Browne, Greg Zinser

Board Members Absent:, Adelaide Solomon-Jordan, Paige Lilly

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

Public Members Present: Matthew Vaughan, Chase Holak

Meeting called to order at 1:06 pm by Shelly Crosby.

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.

Approval of April 7, 2022 Meeting Minutes

The approval of the minutes was tabled until the next meeting. Two members joined the meeting late and at the time of the approval there wasn't a quorum present for voting.

Consideration of Records Schedules

The following schedules were voted on and approved:

a. Permanent Commission on the Status of Racial, Indigenous, and Maine Tribal Populations

i. Archival Records:

- 1. Organizational Records (contingent, then archival)*
- 2. Research:*
 - a. Required Reports and Significant Supportive documents (6 years, then Archival)*
 - b. Transitory research (contingent then destroy)*
- 3. Annual reports:*
 - a. Final reports (6 years, then Archival)*
 - b. Drafts and working copies (contingent then destroy)*
- 4. Publications:*
 - a. Final publications (6 years, then Archival)*
 - b. Drafts and working copies (contingent then destroy)*
- 5. Communications:*
 - a. Press Releases (6 years, then Archival)*
 - b. Talking points (destroy when updated)*

ii. Agency Retention Records:

- 1. ~~Financial records (contingent then destroy)~~ (See comment below)*
- 2. Background information (contingent then destroy)*
- 3. Commission job descriptions (destroy when updated)*

iii. Standing Committee:

- 1. Community Engagement Committee:*
 - a. Agenda and Minutes (2 years, then archival)*
 - b. Public meeting planning and management (contingent then destroy)*
- 2. Legislative Committee:*
 - a. Agenda and Minutes (2 years, then archival)*
 - b. Legislation tracking materials (contingent then destroy)*
 - c. ~~Legislative testimony (contingent then destroy)~~ (See comment below)*

3. *Finance and Operations Committee:*
 - a. *Agenda and Minutes (2 years, then archival)*
 - b. *Budget proposals (6 years, then destroy)*

Felicia will reword language pertaining to the schedule below to make the language clearer removing the word 'whereas' in the description of the schedule on the records series inventory description.

- ii. *Agency Retention Records:*
 1. *Financial Records (contingent then destroy)*

Eric commented on the schedule below (Legislative testimony). In the description it states the Permanent Commission records are retained until no longer needed for business purposes. The discussion was to have this testimony be kept as archival. Felicia stated she would speak with Hunter Cropsey, the Records Officer for this agency, and make sure there isn't duplication with other agencies that have schedules on this topic as part of this process.

2. *Legislative Committee:*
 - a. *Agenda and Minutes (2 years, then archival)*
 - b. *Legislation tracking materials (contingent then destroy)*
 - c. *Legislative testimony (contingent then destroy)*

Eric made a motion to make the Legislative testimony archival. Brenda seconded the motion. The following Board members voted as follows: Jen Tarr, yes; Shirley Crosby, yes; Greg Zinser, yes; Shirley Browne, yes; James Francis, yes; Brenda Kielty, yes; Eric Stout, yes. Voting was 7-0 in favor of changing the disposition to archival.

Greg made a motion to accept the schedules, with the noted changes to the two schedules discussed. Shirley seconded the motion. The following Board members voted as follows: Jen Tarr, yes; Shirley Crosby, yes; Greg Zinser, yes; Shirley Browne, yes; James Francis, yes; Brenda Kielty, yes; Eric Stout, yes. Voting was 7-0 in favor of the accepting the schedules with the noted changes.

The Board voted on the remainder of the schedules on the agenda:

- b. *Department of Transportation*
 - i. *Geotechnical:*
 1. *Soil Reports/Design memo (Archival)*
 2. *Construction Documents (60 years, then destroy)*

Greg made a motion to accept the DOT schedules as submitted. Jen seconded the motion. The following Board members voted as follows: Jen Tarr, yes; Shirley Crosby, yes; Greg Zinser, yes; Shirley Browne, yes; James Francis, yes; Brenda Kielty, yes; Eric Stout, yes. Voting was 7-0 in favor of the accepting the schedules as submitted.

State Archivist Report

Kate presented the State Archivist report, as follows:

- Cultural Building Update – The project is now in Phase 2, which consists of putting the building back together. As of today, we are told the Archives will be moving back to the cultural building in spring of 2023. We will see how the progress continues. We have a part-time processing archivist on staff now and have filled an Inventory and Property Associate II position at the Records Center. We are hopeful to create a full-time processing archivist to assist with our projects in creating better finding aides and more useful information to help make our collections more accessible. We will have a staff change shortly, Sam Howes our lead Archivist will be leaving us to work at Bates College on July 15th.
- LD 1610 – This bill orders MaineIT and Secretary of State to create a data governance policy for state government to centralize data and create a foundation understanding on how data should be collected across state agencies. This bill has passed through the House and Senate and is before Appropriations currently to fund positions. The Archives will get a Data Policy Architect committed to the Archives for their needs. This bill requires MaineIT and SOS to work with the Permanent Commission as well. Members will begin meeting in the fall to begin discussion on a data governance policy.
- Preservation System - Eric asked for a timeline on a preservation system. Kate mentioned we are hoping to have an RFP out soon on our search for implementation of a preservation system sometime in late fall. Kate offered to send the Board an example of a system (a link) that we have been looking at. We used former Governor LePage's calendar as a test to see how the system works and what the material would look like.

Report of Standing and Special Committees

James reported there wasn't any new information from a Standing Committee or the Special Committee.

Agenda Items for Future Meetings

Eric asked about the progress of the Local Government Schedules. Shelly is waiting to get more information from DHHS, Secretary of State's Office and some Law Enforcement agencies. Felicia offered to compile the information received to assist Shelly if needed.

Kate has prepared a draft deaccession process for the Board to review. She will present this to the Board at the next meeting.

The Board agreed to meet again at the end of the summer, sometime in September.

Adjournment

The group agreed to adjourn. Meeting adjourned at 2:06 pm