



Archives Advisory Board

Meeting Minutes

April 27, 2023

1:00pm – 2:30pm

Location: Zoom

Board Members Present: Eric Stout, Brenda Kielty, Greg Zinser, Paige Lilly, James Francis, Jennifer Tarr; Shirley Browne

Board Members Absent: Adelaide Solomon-Jordan, Shelly Crosby

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

Meeting called to order at 1:05 pm

Welcome and Land Acknowledgment

Tammy Marks 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 the Board and acknowledged a quorum.

Approval of February 16, 2023 Meeting Minutes

Paige Lilly made a motion to accept the meeting minutes as written; Shirley Browne seconded the motion. All members present voted in favor of the minutes as written.

Consideration of Records Schedules

The following **New Schedules** were reviewed by the Board:

Agriculture, Conservation and Forestry/Land Use Planning Commission

- Planning Records – Zone Change Files, Application and Supporting Materials
 - Paper records: 10 years in agency, 20 years in Records Center, Destroy
 - Digital Records: 30 years in agency, Destroy
- Compliance and Enforcement Records – 3 new series
 - Final Administrative Settlement Agreements and Enforcement Actions
 - 30 years, Destroy
 - Compliance and Enforcement Case Files
 - 30 years, Destroy
 - Compliance and Enforcement Working Documents
 - Keep in agency until a new draft is created or not more than 40 days, then destroy

Greg Zinser made a motion to accept the new schedules as written; Paige Lilly seconded the motion. All members present voted in favor of the new schedules for Agriculture, Conservation and Forestry/Land Use Planning Commission as written.

Department of Transportation

- Property Management Project File
 - 10 years in agency, Destroy

Greg Zinser made a motion to accept the new schedules as written; Jennifer Tarr seconded the motion. All members present voted in favor of the new schedule for Department of Transportation as written.

Department of Marine Resources

- Coastal Zone Management Act/Federal Consistency Review Matters
 - 10 years in agency, Destroy

Greg Zinser made a motion to accept the new schedules as written; Brenda Kielty seconded the motion. All members present voted in favor of the new schedule for Department of Marine Resources as written.

The following **Amendments** were reviewed by the Board:

Maine Commission on Governmental Ethics and Election Practices

- Independent Expenditure and Membership Communications Reports
(Current retention changing from 10 years to 8 to be compliant with statute)
 - 8 years in agency, Destroy

Paige Lilly made a motion to amend the schedule as written; Greg Zinser seconded the motion. All members present voted in favor of the amendment to the schedule for Maine Commission on Governmental Ethics and Election Practices as written.

The following schedules (which are being kept electronically) were tabled by the Board until further guidance on electronic records can be provided:

- Maine Gubernatorial Campaign Files (20 years in agency, Destroy)
- Maine Political Party Committees (8 years in agency, Destroy)
- Legislative Ethics Complaints (2 years in agency, 30 years at Records Center, Destroy)
- Case Files (2 years in agency, 20 years at Records Center, Destroy)

Records Management is currently working on a guidance document for keeping electronic documents (email, social media, born digital documents) and how to properly retain and preserve these document types. Paige Lilly asked if Ethics had a space issue. Felicia mentioned that they did not, they were just trying to be diligent with their schedules as they used to be in paper form but are now electronic and want their schedules to reflect that with current records practices. Felicia noted that our Chapter 2 Rules provide migration guidance to agencies.

Deaccessions

Kate McBrien and Heather Moran shared items for deaccession approval by the Board. These items were:

a. Item #0-2240: Ledgers

- i. Two blank ledgers marked "Country Treasurers Accounts 1842" and "Trial Balance Book" no date.
- ii. One ledger with no visible author and 11-pages of non-historical financial data for miscellaneous state trust funds 1916 (only one entry each).
(Note: there are four ledgers noted in our holdings, the fourth ledger is no where to be found. The deaccession for this item only includes three that were discussed in the meeting.)

Greg Zinser made a motion to deaccession the items as described; Paige Lilly seconded the motion. All members present voted in favor of deaccessioning the two items as described.

- b. Item #2017-599: 1975 Inaugural Address manuscript draft
 - i. This is a draft of Ronald F. Banks' (UMaine professor) unpublished book on Maine Governor's inaugural addresses. Recommend these be deaccessioned and transferred to Fogler Library at UMaine, who holds Banks' other papers.

Paige Lilly made a motion to deaccession the item as described; Greg Zinser seconded the motion. All members present voted in favor of deaccessioning the item as described.

- c. Item #No accession number: 1985 Inaugural Addresses manuscript draft
 - i. This is a partial draft from 1985 of Ronald F. Banks' (UMaine professor) unpublished book on Maine Governor's inaugural addresses. Recommend these be deaccessioned and transferred to Fogler Library at UMaine, who holds Banks' other papers.

Paige Lilly made a motion to deaccession the item as described; Greg Zinser seconded the motion. All members present voted in favor of deaccessioning the item as described. *(It was noted that if Folger does not accept the material, it will be returned to the Archives.)*

- d. Item #1985-152: Baxter State Park – book research
 - i. These are John Hakola's (UMaine professor) research notes, materials, drafts, and recordings of oral history interviews for his 1985 book about Baxter State Park. Recommend these be deaccessioned and transferred to Fogler Library at UMaine, who holds Hakola's other papers.

Greg Zinser made a motion to deaccession the item as described; Paige Lilly seconded the motion. All members present voted in favor of deaccessioning the item as described.

State Archivist Report

Kate McBrien provided the following report:

- a. Law & Legislative Reference Library schedule #997 has been made obsolete by Archives. This item was never received by the Law & Legislative Reference Library and isn't being deaccessioned. Kate just wanted to make the Board aware that there was a change as this material doesn't exist in our holdings.
- b. LD 133 to add member of the press to the AAB – this bill was signed into law and will be effective on June 29, 2023. The Secretary of State will then appoint a member from the press to the Board.
- c. LD 1397: An Act to Implement the Recommendations of the Right to Know Advisory Committee Concerning Records of Disciplinary Actions Against Public Employees – they have amended the bill pretty heavily. They have asked the Board to keep in mind the language in Section 5 and the recommendations that

were listed. Kate asked the Board to think about how the Board could approach this and discuss at the next meeting. One idea was that the staff look at the General Schedules and come up with some suggestions on changing the language to clarify it a little more especially around employee disciplinary records, and then bring that to the Board for review at the next meeting.

- d. Biennial Budget updates – Kate and Secretary Bellows are meeting with legislative members to advocate for four new positions and a new box truck for the Records Center as well as new IT server costs.

We had in the General Fund budget that already went through were two reclasses that we had asked for.

Report of Standing and Special Committees

Local Government Schedule Revisions - Felicia sent a synopsis of the introduction and some of the schedule revisions. She would like to discuss the schedule revisions at the next meeting.

Proposed Changes from LD 397 Recommendations – Kate would like the Board to think about recommendations and discuss the language clarification that the Archives comes up with at the next meeting.

Adjournment

Brenda Kielty made a motion to adjourn, all members present were in favor. Meeting adjourned at 1:54 pm

The next meeting is scheduled for June 15, 2023 at 1:00 pm