



Archives Advisory Board

Meeting Minutes
September 21st, 2023
1:00pm – 2:30pm
Location: Zoom

Board Members Present: Adelaide Solomon-Jordan, Shelly Crosby, Eric Stout, Brenda Kiely, Paige Lilly, Jennifer Tarr, Shirley Browne, James Francis, Steve Collins, Greg Zinser

Board Members Absent: None

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

Meeting called to order at 1:10 pm

Welcome and Land Acknowledgment

Katherine 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 the Board and acknowledged a quorum.

Approval of June 15, 2023, Meeting Minutes

Paige Lilly made a motion to accept the meeting minutes as written; Adelaide Solomon-Jordan seconded the motion. Katherine did a roll call the following Board members voted: James Francis, yes; Steve Collins, yes; Paige Lilly, yes; Adelaide Solomon-Jordan yes; Eric Stout, yes; Brenda Kiely, yes; Voting was 6-0 in favor of approving the minutes with the edits requested.

Consideration of Records Schedules

The following **New Schedules** were discussed:

Secretary of State- Bureau of Corporations, Elections and Commissions – Notary Journals (*Digital records: 10 years in agency, Paper records: 0 years in agency, 10 years in Records Center, Archives*)

The discussion was based on the process of a notary's retirement, stating that records are closed after 10 years. There were questions regarding the clarity of the retention period, stating that it should be mentioned in the record schedule. Members of the Board also mentioned the inclusion of a section at the beginning of the series, which will provide information on the retention period.

Greg Zinser made a motion to accept the schedule as written; Paige Lilly seconded the motion. Katherine did a roll call, the following Board members voted as follows: James Francis, yes; Eric Steve Collins, yes; Paige Lilly, yes; Adelaide Solomon-Jordan yes; Eric Stout, yes; Shelly Crosby, yes; Greg Zinser, yes; Brenda Kielty, yes; Voting was 8-0 in favor of approving the schedules as written.

De-organized Towns - Temporary Records of De-organized Towns (*Paper: 0 years in agency, 0 years retained in Records Center, Destroy*)

The discussion revolves around the process of organizing or de-organizing towns when they become under-organized. The State Archives has authority to destroy records at the correct time, but this authority is often misused. De-organization occurs when a town transitions from being organized to de-organized, and local governments must maintain their own archival records. When a town de-organizes, they must send these records to the archives, becoming the repository. The wording of deeds in local government schedules raises questions about whether towns should keep copies or original deeds. Revising the wording could clarify this. Historically, towns have kept originals because they had a role in documentation. Board members emphasized the importance of maintaining archival records for de-organized towns and the need for proper record retention.

Greg Zinser made a motion to accept the schedules as written; Eric Stout seconded the motion. Katherine did a roll call the following Board members voted as follows: James Francis, yes; Paige Lilly, yes; Steven Collins, yes; Adelaide Solomon-Jordan yes; Eric Stout, yes; Greg Zinser, yes; Brenda Kielty, yes; Shirley Browne, yes; Voting 8-0 in favor of approving the schedules as written.

Department of Marine Resources –

- Landing and Reporting Statistics (*Digital: 25 years in agency, Paper: 5 years in agency, 25 years in Records Center, Archives*)
- Shellfish Purchase and Sales Report (*Digital: 0 years in agency, Hard Disk: 5 years in agency, 0 years in Records Center, Destroy*)

- 11A# Herring Fishery Data (1947-1987) (*Paper: 3 years in agency, 20 years in Records Center, Destroy*)
- 11B# Herring Fishery Data (*Floppy disk: 15 years in agency, 0 years in Records Center, Destroy*)
- 22# DMR Dealer Commercial Landing Statistics (*Paper: 3 years in agency, 10 years in Record Center, Archives*)
- 23# DMR Eel & Elver Commercial Landing Statistics (*Paper: 3 years in agency, 10 years in Record Center, Archives*)
- 24# DMR Harvester Commercial Landing Statistics (*Paper: 3 years in agency, 10 years in Record Center, Archives*)
- 25# DMR Shellfish Commercial Landing Statistics (*Paper: 3 years in agency, 10 years in Record Center, Archives*)
- 26# DMR Vessel Trip Reports Landing Statistics (*Paper: 3 years in agency, 10 years in Record Center, Archives*)

The Archives is becoming involved with data governance across State government, which sets standards for agencies about the type of data they collect and how it is used. This approach plays into the idea of preserving data points long term to show growth and change over time. Some questions regarding the existing records from the Department of Marine Resources include whether the reports are handwritten notes or if there are any records that are not in the boxes. Tiffany can provide more details about what is kept within those files. All the research that was in the boxes would now become archival, so if there is information on those forms, that is now going to be archival. The Department of Marine Resources is saying that they used to be destroyed, but they will keep them all. This change aligns with the State's efforts to create a data governance policy and ensure that the data points are preserved for future generations. The discussion revolved around the preservation of marine research reports, which are kept in archival format. The research is not meant to be destroyed, but rather to be kept for future reference. The discussion also touched on the importance of keeping notes and other relevant information. The discussion also touched on the confidentiality of these records, which are not released until the State Archives has custody for 75 years. The confidentiality of these records is a concern, as they are expected to be revised in the future. However, discussions have led to an agreement that they can be released after 75 years. The discussion then shifts to the possibility of a motion to pass to ensure everyone is clear and avoid any need for a change to any statute. The discussion concludes with the possibility of a motion to pass to ensure the preservation of these records.

Steve Collins made a motion to accept the schedules as written; Greg Zinser seconded the motion. Katherine did a roll, call the following Board members voted: Greg Zinser, yes; James Francis, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes; Eric Stout, yes; Brenda Kielty, yes; Shirley Browne, yes; Voting 8-0 in favor of approving the schedules as written.

Maine Children's Trust Fund – Independent Agency

- Nonpermanent Materials (*Papers: 0 years in agency, 10 years in Record Center, Destroy*)
- Archival Records (*Paper: 0 years in agency, 0 years in Record Center, Archives*)

The records discovered during the Record Center inventory are part of a nonprofit organization. As of 1994, there are several non-permanent boxes, including grant information, newspaper clippings, financial records, miscellaneous correspondence, and outside publications. Archival records, such as VHS tapes and press releases, are also retained as archival materials. The executive director files board minutes and reports, and some original publications are also retained.

Paige Lilly made a motion to accept the schedules as written; Greg Zinser seconded the motion. Katherine did a roll call, the following Board members voted: Greg Zinser, yes; James Francis, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes; Eric Stout, yes; Brenda Kielty, yes; Shirley Browne, yes; Voting 8-0 in favor of approving the schedules as written.

Local Government Schedule Revisions

Felicia, Paige, Greg, Shelley, and two clerks met twice to discuss some of the schedules. They plan to have them organized into sections, with significant changes to the administrative schedule. The committee had some recommendations for these changes, but most agreed. Felicia prepared the schedules for the subcommittee, and they have gone through all of them. However, there is still more information to be gathered. One of the main points is the importance of changing the reference to town or municipal governments to local government. The user also mentioned the destruction records, which should be considered permanent.

In going through the schedules, it was noted there are several instances of adopting or adapting to the State General Schedules and credited the people who worked on it. There will be other phases of extensive work to be done, but they appreciate the thoroughness and carefulness of the process.

The discussion mostly revolves around the retention of disciplinary records and the impact of union contracts on this issue. The discussion is expected to be a significant portion of future meetings. The Right to Know Advisory Committee has been involved in this topic, and the discussion could potentially change the focus. The discussion also touches on the potential for a discussion on personnel discipline, specifically the levels of discipline that impact pay. The discussion suggests that a conversation could lead to guidance and recommendations for the retention of disciplinary records.

There is need for input from the State Archives and the Archives Advisory Board. The next meeting, scheduled for October 2, will bring back about a dozen issues and seven

topics that the Judiciary Committee asked for further investigation. The discussion suggests that any input or tentative thoughts from the State Archives or the Board would be most welcome.

The discussion also touched on the possibility of forming a subcommittee to focus on the issue. It was mentioned that the decision on whether to allow a union contract to override this issue would likely come from a legislative directive as the Archives may not have the power to determine the length of disciplinary records kept.

The Right to Know Advisory Committee recommends keeping disciplinary records for 10 years after someone leaves state service unless the Union says less. The Committee is working to make this consistent and clarify the terminology used to describe the process of handling paperwork. The Committee is also discussing the possibility of having a subcommittee to address the issue of disciplinary records being wiped out after a short period due to union contracts. Also needing clarification is the topic union negotiations. The Committee is considering whether to have a subcommittee or a full board meeting.

Deaccessions:

Scrapbooks:

Heather discussed an item for consideration involving 22 newspaper clippings from 1944 to 1971, which were brought to the State Archives from the Department of Forestry. The Archives typically does not keep scrapbooks due to preservation concerns and their general nature. A staff member discovered that the State Library has a newspaper clipping collection and one of these scrapbooks in their collection. They propose to move these scrapbooks over to the State Library, as it would free up room at the Archives.

The mission of the State Archives is to collect and preserve state records, which are created or used within state business. Newspaper clippings, unless they are relevant to a state record and connected to a state record, tend to fall outside of their scope. It was suggested that the collection of 22 scrapbooks go to the Maine State Library.

Greg Zinser made a motion to accept the deaccession proposal as presented; Steve Collins seconded the motion. Katherine did a roll call, the following Board members voted: Greg Zinser, yes; James Francis, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes; Eric Stout, yes; Brenda Kielty, yes; Shirley Browne, yes; Voting 8-0 in favor of deaccessioning and sending the 22 scrapbooks to the Maine State Library.

Alternate Repository Applications

Town offices are required to keep their records on file, but sometimes lack the facilities or staffing to preserve them or make them accessible. The State Archives is responsible for improving the holding place for these records, making them more accessible and in

good condition. There are two applications to consider: one from Castine Historical Society, and the other from Pejepscot History Center.

The Castine Historical Society application submitted is a copy of the previously approved form. The contact information needs to be changed, and the contact person would be Jules Thomson. Archives noted they are okay with the Castine Historical Society application as is. It is part of their archive collection and is clearly identified as town records.

Greg Zinser made a motion to accept the application for Pejepscot History Center; Steve Collins seconded the motion. Katherine did a roll call, the following Board members voted: James Francis, yes; Eric Steve Collins, yes; Paige Lilly, yes; Adelaide Solomon-Jordan yes; Eric Stout, yes; Shelly Crosby, yes; Greg Zinser, yes; Brenda Kielty, yes; Jennifer Tarr, yes; Voting was 9-0 in favor of approving the application.

State Archivist Report

- Social Media Retention Guidance Issued – The State Archives social media retention guidance is a report issued to state agencies, which addresses questions about how to handle unique records and their preservation requirements. The guidance explains that if they are unique records, they must preserve them for a specific amount of time. The Archives is using a third-party vendor to capture the social media of the Governor's office, Secretary of State, and Archives, as they are the most active and have archivable quality information on social media. The procurement office for the State has acquired a master agreement with one of these third-party vendors, allowing agencies to buy into it without having their own unique license. This will be available to agencies as the program begins to unroll.
- Biennial Budget Updates – The recent budget package passed in the Legislature, which approved four new permanent positions for the State Archives, including one limited period position. The new positions include a judicial archivist, a second digital archivist, and an imaging specialist. The limited period position is a coordinator for the America 250 effort in 2026, with a commission housed out of the State Archives to coordinate statewide events and commemoration.
- Digital Preservation System – The Maine State Archives has purchased a digital preservation system called Libnova. They are now preparing for their first training session for administrative users of the platform, which will last for at least a year. The project schedule is estimated to take 5 to 18 months for full implementation. Lisa and Felicia have met with agencies to prepare for uploading and transferring digital records into the preservation system. State Archivist is excited about the shift to digital records in archives, which will allow government operations to archive and make available non-confidential records. They also mention the possibility of a public-facing website for non-confidential records, eliminating the need for email correspondence. This new way of operating will be beneficial in 200 years.

- Data Governance Project – The Chief Information Officer has created a data governance policy to help agencies understand their data collection and requirements. A project is underway to define metadata standards for agencies, which will help them preserve and make accessible data within records. This will be a key aspect of the project, as data and how it is collected is always changing. Metadata is the data about data, defining keywords applied to a particular data set that could be used as search criteria in future systems, including the digital preservation system. Governance data is a key part of the effort, and it is important to collect equity data for various reasons. A special committee was created to address these issues, and the committee met twice to discuss some of the schedules. The plan is to have them in sections, with significant changes made to the administrative schedule. The board may review these schedules further to see if there are any changes they think should be made.

Adjournment

James Francis made a motion to adjourn, all members present were in favor. Meeting adjourned at 2:30 pm.

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