

MINUTES
TEXAS HISTORICAL RECORDS ADVISORY BOARD
February 24, 2020

The Texas Historical Records Advisory Board meeting was called to order at 9:06 a.m. on February 24, 2020, in the Public Events Room, 1201 Brazos Street, Austin, TX.

Members Present: Jelain Chubb, coordinator; Linda Barrett, Malinda Cowen, Phyllis Earles, Teri Flack, Melissa Gonzales, Kristy Sorensen, and Leslie Stapleton

Members Absent: Bob Glenn

Staff Support: Peggy Price, principal assistant

Also Present: Mark Smith, Texas State Library and Archives Commission

1. Welcome, introductions and general announcements

Jelain Chubb welcomed those present and invited the new members Leslie Stapleton and Phyllis Earles to introduce themselves. Chubb stated that Mark Smith, Director and Librarian, Texas State Library and Archives Commission would join the board later for discussion.

2. Approve minutes of October 4, 2019

Linda Barrett moved to approve the minutes and Melissa Gonzales seconded the motion. The board voted unanimously to approve the minutes with minor corrections.

3. Public comment

None.

4. Consideration of resolutions and certificates of appreciation

Chubb announced a Certificate of Appreciation for former THRAB member Linda Reynolds. Malinda Cowen moved to approve the certificate and Earles seconded the motion. The board voted unanimously to approve the certificate.

5. Update on the Texas State Library and Archives Commission's (TSLAC) activities

Chubb updated the board on events at TSLAC. HB 1962, the Sunset Bill, approved the agency for another twelve years with some specific provisions, like a strategic plan for the state archives and a plan for allowing Regional Historical Resource Depositories (RHRDs) to request the transfer of ownership of local government records from TSLAC to the RHRD. HB 4181 changed the custodianship of legislative records to the Legislative Reference Library (LRL). LRL has requested the transfer of historical legislative records, including photos and audio recordings. TSLAC began the transfer of records in November and expects to be completed in April. Teri Flack asked if records of legislators that are located in repositories other than the RHRDs are affected. Chubb stated that the bill specifies that all legislative records belong to LRL, it also

specifies that these records are no longer public records. She recommended that repositories contact LRL director Mary Camp with questions.

Chubb discussed progress on the strategic plan for the state archives and issues related to addressing the backlog of records needing appraisal and processing. She also noted that it will be important to address incoming electronic records and the demand for digital surrogates. Members asked questions about the types of records that make up the backlog. Chubb noted that the bulk are 20th century records and a large quantity are legal records. Priorities for processing will be based on condition and use/requests. Gonzales asked about the procedures for future transfers. Chubb stated that she believes additional requirements in the form of administrative rules and training for agency records staff will be necessary. The members discussed challenges of archival work and the public demand for digitization of collections. Chubb also noted that attracting and retaining qualified, diverse staff will be essential to the plan. Additional storage for archives is another critical issue.

Leslie Stapleton ask about what is going to happen to the legislative records in the RHRDs. Chubb will request that a representative of LRL attend the June meeting and provide information on the status of legislative records.

6. Discussion of the 2020 State Board Programming Grant activities

Chubb reminded the board of the NHPRC grant application process and noted that the board successfully completed its 2019 grant requirements on December 31. She summarized the THRAB programs supported by the 2020 NHPRC grant funding. There will be online webinars on emergency planning, three Texas Archival Resources Online (TARO) workshops to develop metadata (in El Paso, Denton, San Antonio) with 15 attendees each, and the American Association of State and Local History (AASLH) Basics of Archives course will be offered to County Historical Commission members with archival responsibilities. The members discussed the importance of advertising the workshops through the Texas Historical Commission, Texas Library Association and smaller regional associations and outlets. THRAB will continue and expand the awards program to include an advocacy award and a distinguished service award. Barrett, Earles and Cowen volunteered to serve on the award committee. THRAB will also support Archives Bazaars around the state, produce a digital poster, provide cash awards for the best use of archival materials at the Texas History Day competition, participate in grant reviews, host a brownbag at the 2020 SSA meeting in Denton and hold three board meetings. THRAB is supporting a session and hosting a booth at the Texas State Historical Association (TSHA) meeting in Austin later this week.

7. Discussion of 2021 State Board Planning Grant application

Chubb asked board members for suggestions for the next grant application. Cowen suggested an award for teachers who use primary sources in the classroom. Members also noted the need for teacher training and online tools. The board discussed options such as cash award or physical award, webinars, developing lists resources, and tools. Gonzales noted the materials on the

Minnesota Historical Society's website. Peggy Price mentioned the importance of working with TSHA. Chubb will discuss options and ideas with TSHA.

The board also recommended continuing the Basics of Archives and TARO training. Chubb asked if the board was interested in the SAA Advocacy workshop. Earles asked how the board has determined what workshop to offer. Chubb said that the board received feedback from the brown bag lunches at the Society of Southwest Archivists meeting, as well as a 2012 survey of archival repositories in Texas which guided the development of THRAB's strategic plan. The board discussed the need to update the list of repositories and the survey. Any advocacy workshops should be offered in two or three locations, Houston, Austin/San Antonio, and Dallas/Ft. Worth. Chubb will check with SAA on the costs. Earles suggested using the UT-iSchool to conduct the survey and using the data generated to provide support for assessment projects. Gonzales suggested using Project Arc data for the survey. The board discussed the value of funding assessment projects and supplies. Chubb will investigate options and costs associated with all the new suggestions and the budget for the continuing projects. The application for one year can be up to \$40,000. Chubb also noted the travel costs for the board meetings will need to be included in the budget.

Chubb informed the board of an NHPRC sponsored survey which will be coming out this spring. NHPRC has engaged Lyris to conduct the survey of small repositories.

8. Discussion of future meetings and dates

Chubb noted that next meeting will be in June in Austin; she will send a poll with possible dates. The October meeting will be in location other than Austin and she noted that Lavaca County is interested in hosting a THRAB meeting at the county archives. The February meeting will be in Austin. Chubb asked for suggestions of other locations to meet in Austin and reminded the board of past meeting locations. The Texas Archive of the Moving Image, Bullock Museum, Harry Ransom Center, Travis County Archives, St. Edward's University, Huston-Tillotson University, and the Carver Center were suggested.

9. Adjournment: The meeting adjourned at 12:51 p.m.

Approved, July 21, 2020