

MINUTES
TEXAS HISTORICAL RECORDS ADVISORY BOARD
February 15, 2019

The Texas Historical Records Advisory Board (THRAB) meeting was called to order at 9:05 a.m. on Feb. 15, 2019, in the Board Room at the Fort Worth Central Library, 500 W 3rd St, Fort Worth, Texas.

Members Present: Jelain Chubb, coordinator; Kristy Sorensen, Linda Barrett, Malinda Cowen, Bob Glenn, Melissa Gonzales, Teri Flack

Members Absent: Linda Reynolds

Staff Support: Peggy Price, principal assistant

Also Present: Erica McCormick (TSLAC); C. Preston Huff (NARA); Brenda McClurkin (UT Arlington); Mary Saffell, Allison Kirchner (TCU Library); Morgan Gieringer (UNT Libraries); Irma Gonzales

1. Welcome and General Announcements

Jelain Chubb welcomed those present and gave the floor to board member Linda Barrett, who introduced the director of the Fort Worth Central Library, Many Schorr. Schorr welcomed the board and gave a few remarks. The library serves as the central archives for the city and they are currently in the strategic planning process. Schorr expressed her desire to promote the rich background of the city of Fort Worth and to get “history out of the basement.”

Chubb introduced the guests who were present (Erica McCormick, Irma Gonzales) and announced the guests on the agenda who would be speaking at the meeting (Preston Huff, Brenda McClurkin, Mary Saffell, Morgan Gieringer).

The meeting broke at 9:15 for a tour of the library.

2. Tour of Fort Worth Central Library and historical collections

Barrett led a tour for the board and guests of key areas of the Fort Worth Central Library. The guest speakers arrived during the tour.

3. Approve Minutes of October 12, 2018 Meeting

The meeting reconvened at 10:07. Chubb announced that guests had joined the meeting before moving to item three on the agenda. Teri Flack moved to approve the minutes and Kristy Sorensen seconded the motion. The board voted unanimously to approve the minutes as presented.

4. Public Comment

No public comments. Chubb reminded the speakers to fill out the witness affirmation forms.

5. Consideration of Resolutions and Certificates of Appreciation

Chubb announced a Certificate of Appreciation for former THRAB member Monte Monroe (Feb 2013-Feb 1, 2019). Monroe was named Texas State Historian and is very involved in the Texas State Historical Association Archives Committee. Melissa Gonzales moved to approve the certificate and Barrett seconded the motion. The board voted unanimously to approve the certificate.

6. Recognition of Archival Award of Excellence recipient

Chubb introduced Morgan Gieringer Head of Special Collections of UNT Libraries, the recipient of the 2018 Archival Award of Excellence for KXAS/NBC5 Television News Archive. Gieringer provided an overview of the project. UNT received the award at the DFW Archives Bazaar and the news station filmed the presentation. Coincidentally, the news station was celebrating their 70th anniversary in October.

Chubb asked about improving exposure to the award. Gieringer noted that the award is new and that the academic community may not be very familiar with THRAB. She believes the award was well-advertised and that it was easy to apply. The board discussed how to improve promotion of the award and the award recipients along with more details about the digitization project.

7. Reports on National Historical Publications and Records Commission grants to Texas institutions

Chubb introduced the guest speaker Mary Saffell, Senior Archivist for Texas Christian University (TCU). NHPRC awarded TCU Library up to \$50,000 for the project, The Emperor of West Texas: Digitizing the Amon Carter papers. Saffell introduced Allison Kirchner, an assistant working on the project who also participated in the presentation. They provided details of the project, including aims, topics, and sample images. The board and presenters discussed the grant requirements, preservation and sustainability, equipment, and staffing.

Chubb introduced Brenda McClurkin, Head, Special Collections, UTA Libraries – University of Texas at Arlington to discuss the \$99,200 NHPRC grant her library received in 2018 for Currents of Change: The John W. Carpenter Papers. McClurkin provided an overview of the project and entertained discussion with the board afterwards. The library currently allows access to the collection while the project is underway. They employ some level of More Product, Less Process (MPLP) processing standards. The papers have great research potential with materials on the Trinity River, minority communities, the Dallas Civic League, the Dallas Chamber of Commerce, and more. UTA special collections date back to 1967 and started as Texas Labor Archives and has evolved over time. Chubb called for a break at 11:20 and the meeting resumed at 11:25.

8. Report on National Archives and Records Administration strategic plan, e-records, and disaster response activities

Chubb introduced Preston Huff from the Office of the Chief Records Officer for the U.S. Government, National Archives and Records Administration (NARA), Fort Worth. Preston presented background information on NARA and the volume of records, for example there are over 5 million cubic feet of paper in Archives I (D.C.) and 44 facilities throughout the country, which includes 13 presidential libraries. They are approaching 800 terabytes of data.

Huff discussed the NARA Strategic Plan for 2018-2022 when NARA will, “to the fullest extent possible no longer accept transfers of permanent or temporary records in analog formats and will accept records only in electronic format and with appropriate metadata.” The date is set for 12-31-2022. There will be some exceptions where an original paper copy will need to be maintained. Huff elaborated on the implications of the implementation of the new guidelines regarding formats. For example, records centers will change as records dispose after that date. Temporary records will not be coming in after that date as they will not be accepting electronic records. Centers will start to consolidate and be limited to records that meet all the standards. THRAB members asked questions about and discussed issues surrounding the implementation. Chubb will be discussing this topic at

the NAGARA meeting in July 2019. Huff offered information on FERMI, the initiative that will provide the tools to help implement the plan to only accept electronic records.

FERMI (Federal Electronic Records Modernization Initiative) Mission Statement: “Aims to provide a government-wide, modern, cost-effective, standardized, and interoperable set of records management solutions providing common, core-functionality to support records management services for Federal agencies.”

<https://records-express.blogs.archives.gov/2018/05/03/what-is-fermi/>

Another initiative Huff discussed was the U.S. Virgin Islands Records Recovery Mission Assignment. NARA is part of a federal agency network with other conservator-type agencies like the Smithsonian and National Endowment for the Arts, etc. along with Federal Emergency Management Agency (FEMA) to assist with disaster recovery of records. When hurricanes hit – after life safety, highways, and the power grid – calls start coming in asking for help with records. In 2018, he was asked to be part of a mission assignment to the Virgin Islands. Huff showed the group photos of the damaged materials at the territorial archives with pigmented mold, ink stains and other problems.

Huff also discussed NARA’S new and improved “Essential Records Guide” (August 2018), formerly called vital records. The guide was revised to correct errors, update terminology, and incorporate more on electronic records and more FEMA guidance.

<https://www.archives.gov/records-mgmt/essential-records/essential-records-guide>

THRAB members asked questions and discussed issues around data and electronic records.

Chubb thanked Huff for the presentation. Chubb called for a lunch break at 12:25 and reconvened at 12:51

9. Update on Texas State Library and Archives Commission activities

Chubb summarized activities related to the Sunset Review Commission and the legislative session. TSLAC’S reauthorization bills have been introduced. There are a few recommendations regarding local records administration and a strategic plan for the archives backlog. TSLAC does not anticipate any issues with the recommendations.

In terms of the budget, TSLAC learned that the requests for the expansion for the state records center, which would include expansion for archival records as well, was put into the house version of the budget bill. TSLAC also has a supplemental request of \$4.4 million to renovate space at Promontory Point for temporary storage.

10. Discussion of TexTreasures grant program

Chubb introduced Erica McCormick from TSLAC’S Library Development Networking division to discuss the TexTreasures grant program. THRAB may be asked to assist with grant reviews and help spread the word to historical societies and county commissions about these funding opportunities. McCormick presented information about the grant and the award process. TexTreasures is in statute and is part of the resource-sharing programs coordinated by TSLAC. The TexTreasures program makes hidden collections accessible to the public at large, concentrating on Texas-centric items. They can be collaborative grants and are open to public and academic libraries.

THRAB can help by getting the word out and bringing the information to local historical commissions (who would need to work with their local libraries) and letting them know that this money is available. It is a federal grant pass-through funded by the Institute of Museum and Library Services. Maximum for original TexTreasures grants for single entities is \$25,000; Collaborations can be up to \$35,000.

Chubb proposed that THRAB members could serve as grant reviewers for TexTreasures. It would give LDN another avenue of professionals to provide input on the significance, methodology, budget and accessibility of collections. Perhaps not this cycle, but participation in the TexTreasures grants could serve as a future opportunity for both entities to collaborate. Erica provided more detailed information about the process and what would be involved for reviewers. She has invited THRAB members to contact her if interested in working together.

11. Discussion of Current State Board Programming Grant Activities and update on National Historic Publications and Records Commission

Chubb summarized THRAB's grant activities and updated the board on NHPRC. NHPRC was part of the government shutdown for 35 days. The 2019 grant could not officially start until the government re-opened. Chubb spoke with program officer Dan Stokes and apprised him of the situation.

Meetings: THRAB will hold two more meetings in 2019. There will be a meeting June 28, 2019 in Austin and on October 4 at Texas A&M College Station.

Training: THRAB will sponsor two SAA Workshops: Building Advocacy for Digital Archives and Privacy and Confidentiality in Digital Archives.

THRAB will also coordinate two webinars and two on-site workshops on Emergency Planning and Response with instructor Rebecca Elder. THRAB can provide training to prepare archivists before disaster strikes and equip them to be able to perform some of their own recovery and not have to wait on help. The on-site workshops will be held in Austin at the State Records Center and in Houston at Rice University (with assistance from Amande Focke) at the end of June.

Archives Month Poster: THRAB will produce another digital poster this year for Archives Month. The board discussed the theme and it was determined the topic would be water. Chubb mentioned that we were not limited to historical images and the poster could feature recovery efforts from water damage, such as the Wimberly floods. The online poster concept was well-received and California is considering going digital.

Archives Bazaars: THRAB will provide support for the various Archives Bazaars occurring in Texas. There was some discussion about the status of the Houston Archives Bazaar.

Awards for Archival Excellence: THRAB will announce calls for awards in April for reviews in July. The award will be presented as part of Archives Month in October. Chubb will set up a committee.

National History Day: THRAB will provide cash awards through the Texas State Historical Association.

Outreach and Advocacy: THRAB is sponsoring a session at TSH, "Hidden in Plain Sight" with Suzanne Campbell, Amanda Focke, Tonia Wood.

For the 2020 grant application due in June, THRAB will continue to focus on educational offerings for practicing archivists while introducing more basic level education for novices.

12. Strategic Planning session

Chubb opened discussion on the strategic plan and called for comments on the draft. THRAB will finalize the plan in June. Members discussed promoting collaboration through efforts like TexTreasures and TARO (Texas Archival Repositories Online). They also discussed advocating for open records and accessibility. Travel funding to participate in grant reviewing was another idea mentioned. Chubb will employ language from the strategic plan goals one, two and four to write the grant for June. The board can elaborate on item three in the June meeting.

13. Discussion of future meetings dates and locations

Future meetings will be held in June 28, 2019 at Texas State Library and Archives Commission in Austin and October 4, 2019 at Texas A&M University in College Station.

14. Adjournment

Flack moved to adjourn the meeting and Sorensen seconded the motion. All members voted in favor and the meeting adjourned at 2:15 p.m.

Approved, June 28, 2019