

MINUTES
TEXAS HISTORICAL RECORDS ADVISORY BOARD
June 28, 2019

The Texas Historical Records Advisory Board meeting was called to order at 9:02 a.m. on June 28, 2019, in the Tocker Learning Center at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street, Austin, Texas.

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

Members Absent: None

Staff Support: Peggy Price, principal assistant

Also Present: William Fish, Texas Legislative Service; Mark Smith, Director and State Librarian, Texas State Library and Archives Commission (TSLAC)

1. Welcome, introductions and general announcements

Jelain Chubb welcomed those present, including William Fish of the Texas Legislative Service. Chubb thanked Linda Barrett for hosting the last board meeting in Fort Worth.

2. Approve minutes

Teri Flack moved to approve the minutes and Kristy Sorensen seconded the motion. The board voted unanimously to approve the minutes.

3. Public comment

None.

4. Impact of the 86th Legislature on the Texas State Library and Archives

Director and State Librarian, Mark Smith provided information on the 86th legislative session and the impact on the TSLAC.

- a. **HB1 Legislative appropriation:** TSLAC requested funding for additional archival and records storage space. TSLAC is running into a crisis of space. The State Archives is full and has approximately 40,000 cubic feet of archives in storage at the state records center (SRC). The SRC is currently using over 350,000 cubic feet of its 380,000 capacity. TSLAC requested \$4.4 million for short-term storage in Austin and \$26.4 million to expand the SRC to provide a 25-year storage solution for records and archives.

TSLAC received the \$4.4 million in the supplemental appropriations bill. This funding will go to retrofit a facility in Southeast Austin that TSLAC will be used for records storage.

TSLAC did not receive the \$26.4 million, instead there is a rider for TSLAC to conduct a study to look at space outside of the downtown area. TSLAC is working with the Texas Facility Commission to hire a company to conduct this study.

TSLAC's requests for \$400,000 for salaries and \$240,00 for a general counsel were granted. The general counsel job ad has been posted on the TSLAC website and the first review will be in July. TSLAC did not receive funding for requests for cybersecurity and some library programs.

- b. HB 1962 Sunset Review:** In the Sunset Review of TSLAC, there was concern expressed for processing the backlog of archival materials. Recommendations included a strategic plan for archives and that TSLAC consider a fee schedule for PIA requests.

There were some issues with bills to implement sunset legislation regarding local records management. TSLAC administration requested adjustments in the language, which was addressed, but in the course of the changes created new issues. There were new provisions that were not part of sunset review and came as a surprise; these provisions added in mid-session through substitute language changed the custody of legislative records. The bill passed the House and went to the Senate. The bill passed in Senate, but with changes in that bill as well. The substitute language transfers legislative records to the Legislative Reference Library (LRL).

- c. HB 4181:** While HB 1962 was going to the Senate, another issue arose. HB 4181 changed provisions relating to legislative records privilege and transfers records authority to the LRL. The bill progressed very quickly, passed and became effective immediately. Provisions of this bill prevail over any other conflicting bill.

TSLAC has been communicating with Mary Camp, director of the LRL. The current agreement is to proceed with the least amount of disruption to researchers and the public as possible. There are issues that will need clarification and new agreements will need to be coordinated between the Regional Historical Resource Depositories (RHRDs) that house legislative records and the LRL. Smith will send letters out to RHRDs with notification and information.

The board discussed with Smith the budget, the motivation for the change in legislative records, RHRDs, and the preservation of local records.

Chubb called for a break at 9:54 a.m. and reconvened the meeting at 10:05 a.m.

- 5. Update on National Historical Publications and Records Commission (NHPRC):** Chubb reported that NHPRC is up for reauthorization in Congress. NHPRC has not been authorized since before 2009 but Congress continues to fund it. The current authorization for this year is \$7 million.

H.R. 2978 The National Historical Publications and Records Commission Reauthorization Act of 2019 would reauthorize NHPRC at a level of \$15 million, which is the maximum per year, for FY

2020 thru FY 2025. The bill has bipartisan support, with Rep. Mark Meadows and Rep. Elijah Cummings serving as two of the co-sponsors.

Teri Flack moved that the board write a letter to the Texas congressional delegation asking to support the reauthorization of NHPRC and to fund it at the maximum level of \$15 million. Linda Barrett seconded. The motion passed with a unanimous vote. Chubb will prepare the letter in July.

Representatives from NHPRC will be in Austin in early August for the Society of American Archivists annual meeting. Christopher Eck is the executive director and the program director is Daniel Stokes. There is a State Historical Records Advisory Board (SHRAB) meeting that board members are invited to attend. The SHRAB meeting is scheduled for Sunday, August 4 at 4:15 p.m-5:30p.m. Chubb, Barrett, Gonzales and Sorensen will be attending SAA.

Chubb announced the current TSLAC exhibit. "Women's Power, Women's Vote," and passed out calendars to committee. The exhibit celebrates Texas' passage of the 19th amendment. She also noted the role archives in Texas are playing in commemorating the suffrage movement.

6. Discussion of Current State Board Programming Grant activities

Chubb reported on the 2019 programming grant activities:

Texas History Day Awards 2019: Peggy Price reported the 2019 winners, which were: Lily Cofman (Senior Documentary Category) from Waco High School for "Leon Jaworski: From Waco to Watergate" and Hannah Wood, Jordan Cain, Madison Flor, Rebekah McGuire (Junior Group Documentary Category) from North Belton Middle School for "Before Little Rock: Tragedy in a Small Texas Town."

Archival Awards of Excellence 2019: The board discussed the awards, including past winners and changing the nomination requirements for the award.

Sorensen moved to change the required number of letters of support from three to two. Malinda Cowen seconded. The board voted unanimously to approve the change.

Chubb called for volunteers for the award review committee. Melissa Gonzales, Barrett, and Linda Reynolds will serve on the committee, which will determine winners by August 15 and notify the board.

Archives Month Poster: Price reported that the theme is The Power of Water, with images documenting water in collections, documenting the damage, reflecting the damage and clean-up.

Professional Development Workshops: Chubb reported that THRAB contracted with Rebecca Elder of Elder Preservation to lead a series of workshops. There were two webinars, Emergency Preparedness on April 23 with 43 participants and Emergency Response with 48 participants on

May 1. The two-day workshops were Emergency Planning and Response held in Austin at the SRC and Houston at Rice University. THRAB will contract with SAA for Digital Archives Specialist workshops in the fall. Information will be available at the October meeting.

7. Discussion of State Board Programming Grant application for 2020

Chubb submitted the grant application to NHPRC in June. THRAB requested \$23,802 for work from January 1 through December 31 of 2020 to continue efforts to provide support for the following archival education and collaborative activities:

Board meetings: THRAB will meet three times (Feb., June, Oct.). J. Chubb would like to meet in other parts of the state. Nacogdoches is a possibility, along with Houston, and perhaps the Sam Houston Center. Meetings are estimated to cost about \$6000 if all members attend.

American Association of State and Local History (AASLH) Basics of Archives course: The board will sponsor this online course for 30 participants. Total time commitment is estimated to be 15 – 20 hours to be completed over four weeks. The course is self-paced and includes some exams and online chats with instructor, Charlie Arp. It will most likely be offered in the summer. THRAB will limit enrollment to 30 people from Texas repositories or organizations who are charged with preservation responsibilities but lack archival training. The “or organizations” language is aimed at including CHCs. The charge is \$160 per head for a total of \$4800. We are broadening our scope to include a larger audience.

Continue Emergency Preparedness workshops: THRAB will contract with Rebecca Elder to conduct a series of webinars. There will be five over the course of five weeks to guide participants through the preparation of a disaster response plan. If participants can provide copies of plans, we will be able to see the outcomes of our educational programming. The instructor will be available for questions. THRAB will be able to see the impact of our grants. The budget is \$2000.

Texas Archival Resources Online (TARO) Training Support: This training will prepare archivists to post finding aids online with the TARO consortium through free hands-on workshops. Three different workshops will be held across the state in El Paso (March 2020) Denton (May 2020) and San Antonio (Fall 2020). THRAB will contract with the University of Texas, the fiscal agent for and will coordinate the payment request. Workshops will be limited to 15 participants and will cost \$4629.

Archives Bazaar sponsorships: THRAB will continue supporting the various Archives Bazaars happening around the state. The Austin Archives Bazaar has moved to April and occurs in even years. The Houston Archives Bazaar is held in odd years. The Metroplex and Borderlands Bazaars are being held annually. The Metroplex will rotate venues, with 2019 in Denton and 2020 Fort Worth. The THRAB budget for support is \$3000.

Archives Month: THRAB will continue to support Archives Month in Texas with the Archives Month Poster. Price mentioned the Board has discussed commemorating Women's Suffrage in 2020. The **Awards Program** will continue in 2020 and will expand to include awards for archival advocacy awareness efforts and to recognize achievements in leadership. THRAB will need a group to form in Feb. to develop criteria by June of 2020. The only additional funding goes toward two trophies.

Texas History Day Special Award: THRAB encourages the use of historical records as primary sources and in support of National History Day in Texas, the board will continue to fund cash awards for History Day projects that demonstrate exceptional use of Texas primary sources, including online collections. The board will award two \$250 prizes (junior and senior division) totaling no more than \$500.

Outreach and Advocacy: THRAB will continue to educate state officials and Texas citizens about the value of the state's archives. THRAB will sponsor a session on archival resources at the Texas State Historical Association meeting in 2020. THRAB requests \$1500 for session support and exhibit booth rental.

Membership in the Council of State Archivists (CoSA): THRAB proposes to maintain state membership and active participation in CoSA. Chubb, state archivist and coordinator for THRAB, is the primary contact and will attend CoSA meetings. The board requests \$500 for membership in 2020. The board discussed cost of the dues for CoSA and continued into a discussion of CoSA and its meeting with the Society of American Archivists. Chubb will bring back a report from the SHRAB meeting at SAA for the Oct. meeting.

Other activities: will include a SHRAB brown bag meeting at the Society of Southwest Archivists (SSA) in Denton, TX in 2020 and will continue to review an update to its strategic plan. THRAB will share its progress and success in each of the above goals, priorities, and actions on its webpage and by posting announcements on appropriate listservs and social media sites. There was discussion surrounding possibilities for other ideas in the future. Reynolds mentioned another SHRAB activity where a group of archivists took a day to go to an archives and process collections. Chubb welcomed ideas for future endeavors for THRAB to be brought to the next meeting. For instance, the survey of County Historical Commissions and their needs led us to add the AASLH course to the grant for 2020.

Chubb said the application was submitted in June, it will go out for peer review, there are typically questions about the grant in the fall, then the Commission will meet in November and make their recommendations.

Chubb called for a break at noon and the meeting reconvened at 12:12 p.m.

8. Strategic Planning Session

Chubb opened the planning session. The discussion addressed Goal #3, where there had been a prior recommendation to move the last bullet on Goal #4, “Promote and participate in application reviews for the TexTreasures grant program,” to Goal #3.

Goal #3: Promote and preserve access to Texas’s historical records.

Strategy #1: Provide record keepers with the tools and opportunities to facilitate and expand access to collections.

Action Items:

- Promote participate in TexTreasures grants.
- TARO – collaboration project.
- Encourage applications for digitization grants.
- Work with County Historical Commissions.

Strategy #2: Advocate for greater access to historical records.

Action Items:

- Enhance awareness.
- Advocate for open records issues.
- Develop advocacy award.
- Identify threats to access.

Chubb summarized the session and will send out the language to the board to approve at the October meeting at Texas A&M. Chubb reminded the board that NHPRC Commissioner Rebecca Hankins will be present at the meeting, she is SAA’s representative on the Commission.

9. **Adjournment:** The meeting adjourned at 12:38 p.m.

Approved, October 4, 2019