

MINUTES
TEXAS HISTORICAL RECORDS ADVISORY BOARD
February 24, 2023

The Texas Historical Records Advisory Board (THRAB) meeting was called to order at 10:00am on February 24, 2023, in room 209 of the Texas State Library and Archives Commission (TSLAC) at 1201 Brazos St. Austin, Texas 78701. This meeting was filed with the Secretary of State on February 15, 2023, with notice that this would be a video conference meeting and provided the web link and phone number for the public to use to access the meeting.

Members Present: Jelain Chubb, coordinator; Carla Alvarez, Malinda Cowen, Phyllis Earles, Chris McDougal, Leslie Stapleton, Tara Turk-Zafran, Mike Miller

Staff Support: Peggy Price, principal assistant

1. Welcome and introductions

Jelain Chubb welcomed everyone, reminded the members to keep cameras on, and asked the board members to introduce themselves. Chubb welcomed new board member Felicia Williamson and announced that Governor Greg Abbott had reappointed Tara Turk-Zafran to the board for another term.

2. Roll call for members and establishment of quorum

Chubb called roll and established a quorum with Carla Alvarez, Malinda Cowen, Phyllis Earles, Chris McDougal, Leslie Stapleton, Tara Turk-Zafran, and Mike Miller.

3. Approve minutes of the October 7, 2022 meeting

Mike Miller moved to approve the minutes with correction and Tara Turk-Zafran seconded. The board unanimously approved the minutes for the October 7, 2022.

4. Public comment.

There were no comments from the public.

5. Consideration of resolutions and certificates of appreciation

Chubb proposed a certification of appreciation for former board member Linda Barrett for her service on the board from February 1, 2017- February 1, 2023. The board voted unanimously to award Barrett with the certificate. There were no resolutions.

6. Update on National Historical Publications and Records Commission (NHPRC)

Chubb informed the board that NHPRC's program liaison, Dan Stokes retired in December. Executive Director, Chris Eck will fulfill Dan's duties until his position is filled. NHPRC had approved THRAB's request for the \$40,000 grant to begin August 1, 2023, through the end of July 2024, but THRAB was still waiting on the final award letter at the time of the meeting. The lack of award letter should not prevent funds from being transferred. In addition, NHPRC has changed some grant deadlines. For example, the grant deadline typically in June has been moved to early May. Chubb will share thoughts on how better to navigate activities within the new deadlines at a later date.

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

Chubb informed the group that TSLAC leadership was not joining the meeting due to the busy legislative calendar, so she would provide the update. TSLAC submitted the legislative appropriation request (LAR) in August and the first budget hearings occurred in February. TSLAC met with the Senate Finance Committee and scheduled a meeting with the House Appropriations Committee. TSLAC was requesting salary increases and additional storage space for the archives. TSLAC had asked for about \$50 million to build out additional storage at the State Records Center at Shoal Creek, and Chubb reported that in the supplemental bill the Legislature included a placeholder for \$210 million to not build out but rather move to an entirely new facility in Pflugerville. This is an opportunity to construct a new, purpose-built facility still within proximity to downtown and serving other state agencies. TSLAC will need to request additional funds, as the current appropriation was for construction only. TSLAC was also asking for funds for salary increases. State agencies will receive 10% salary increases across the board, but TSLAC is also asking for funds for additional salary increases along with specific positions such as another agency attorney, a budget analyst, and staff for technology. The board discussed the potential new records and archival storage facility. Chubb also informed the board that TSLAC staff track bills that may be relevant to the agency and to archives. One bill, HB1652, concerns closing birth records for 150 years. The board discussed the bill, which also seeks to restrict military district records for 132 years.

Chubb reported that the Commission approved new Texas Administrative Code Rules for archives' loan program and deaccessioning. The new rules will go into effect in March. The new rules provide clarity and transparency and do not materially change the process.

Chubb announced an event coming up in March 23 that THRAB members will be invited to attend. The program is sponsored by the TSLAC foundation and celebrates the current lobby exhibit, *Texas Governors and Their Times: 1846-1946* and includes a slate of guest speakers, music, food, and drinks. First Lady Cecelia Abbott will serve as honorary host. Partners include the Texas Historical Association and Friends of the Governor's Mansion.

8. Discussion of current State Board Programming Grant activities

Chubb informed the board that she sent everyone a report on the current grant with itemized objectives. Chubb invited Peggy Price to share information about the American Association of State and Local History (AASLH) Basics of Archives online course THRAB offered with free registration for 2023. Price reported that the deadline was March 10 and that THRAB had received 46 applicants. The limit for this rotation is 24 participants. Price also provided information on the hands-on workshop Texas Archival Resources Online (TARO) is offering in the Rio Grande Valley, Texas Tech, and the University of Texas at El Paso (UTEP) in the spring. The board discussed TARO and potential opportunities to include more repositories. Price reported that a committee of Mike Miller, Leslie Stapleton, and Carla Alvarez created an application form and target repositories for the preservation assessment program. Applications were open through March 1. The board discussed challenges surrounding the application and assessment process. Price reported that Miller, Stapleton, and Phyliss Earles developed the 2022 Texas Archives Month poster on "Analyzing Primary Sources in the Classroom."

Chubb mentioned that Texas History Day is coming up and Price added that Malinda Cowen, Leslie Stapleton, and Tara Turk-Zafran will judge the THRAB awards. THRAB supported the DFW Archives Bazaar in November at the Fort Worth Stockyards with Chubb and Price attending and THRAB will support a session at the Texas State Historical Association annual meeting in El Paso. Stapleton mentioned that the San Antonio Archives Bazaar will be held October 7. Chubb reported that she

worked with Miller and Mark Lambert of the General Land Office and John Slate of the Dallas Municipal Archives to submit a proposal for a session at the TSHA meeting for 2024 about the importance that archival records play in our society. The board discussed the 2023 theme for the Texas Archives Month poster, with some ideas mentioned including: “Discovering Archives through TARO” and a broader, three-year initiative emphasizing various projects. Chubb shared that THRAB will postpone the three Society of American Archivists (SAA) digital archive specialist webinars along with the intern position and will perhaps push the deadline for grant completion to the end of the calendar year. With the delay, the next grant would begin January 1, 2024.

9. Discussion of future grants and applications

Chubb reiterated her intention to request a deadline extension for the current grant for December 31, 2023. Implementation for the next grant, for which the \$40,000 funding has already been approved, would begin January 1, 2024. The change will also mean there are not potentially three grant projects overlapping in the same cycle.

10. Discussion of updates to THRAB’s Strategic Plan

Chubb shared with the board that her hope for the June meeting would be to mainly focus on the strategic plan, with fewer updates. The board will have time to consider the current initiatives and determine which ones to continue or if perhaps they want to plan for a much larger project than they have in the past. The board discussed funding amounts and some possible projects, such as a statewide effort with TARO. Chubb asked Miller, Alvarez, and Williamson about meeting together with a TARO representative to investigate a project, especially a tool for implementing EAD and perhaps staff to build base-level finding aids.

11. Discussion of future meeting dates and locations

Chubb recommends holding the next meeting at TSLAC in June. Chubb added that her goal is to offer a Zoom option for those not able to travel. A future meeting may be held in Galveston.

12. Adjournment

The meeting adjourned at 11:53 pm.

Approved October 13, 2023