

Nevada State Historical Records Advisory Board meeting

City of Henderson

240 Water Street

Henderson, NV

Valley View Room

June 19, 2013

**Minutes**

1. The meeting was called to order by SHRAB Coordinator Jeff Kintop.

**Welcome:**

Members Present:

Jeff Kintop, Nevada State Library and Archives

Sabrina Mercadante, City of Henderson

Jacque Sundstrand, University of Nevada Reno Special Collections

Anthea Humphreys, Sparks Heritage Museum

Peter Michel, University of Las Vegas Special Collections

Daphne DeLeon, Nevada State Library and Archives

Shayne Del Cohen, Tribal Consultant, via telephone

Cynthia Laframboise, support staff, Nevada State Library and Archives

Mr. Kintop read a letter from Board member Anne-Louise Bennett informing the board that her term has expired and expressing her appreciation to the Board for allowing her to serve the last four years. The Governor's Office will need to fill her vacancy since her term expires June 30, 2013. Mr. Kintop and Ms. DeLeon met with new State Museum director Dennis McBride and Michelle Light, the new UNLV Special Collections Director.

2. There was no public comment.

**Action Item:**

3. Approval of minutes: Ms. Sundstrand made a motion to approve the September 13, 2012 Minutes and it was seconded by Mr. Michel. Motion carried and the minutes were approved.

**Information Items:**

4. Mr. Kintop reported on the IMLS Connecting to Collections Project extension which will be due at the end of the year. Archives staff visited the participating institutions using a survey form to gather additional follow-up information regarding the status and conditions of the collections. Mr. Kintop hopes to hire a consultant within the next few months to write the final report. He hopes to put out a bid for a consultant in July. The previous consultant worked with Clark County and wanted to scan all the documents and post them online. Data and survey notes will be given to the consultant to write the plan which will be ready for the late August or early September meeting for members to review before submission to IMLS. Each state must contribute a plan to IMLS in order to receive advocacy and education grants. Mr. Kintop then turned the discussion to a report on the Supreme Court's preservation access and sealing of court records commission

which NSLA staff member will participate. There is a consensus that court records are state records and there is a retention and disposition schedule for the courts. Some of the county courts did not want to transfer their older court records to the State Archives. Staff members from the courts surveyed the records and one goal of the commission is to determine what constitutes "historical" or "precedence setting cases" as the method to measure what records should be retained.

5. Mr. Kintop then discussed the final reports on the 2010-12 NHPRC grant and regrants for the Storey County Recorder and the Sparks Heritage Museum. Ms. Humphreys described the lack of centralization for the digital collections and back-ups for the computers at the Sparks Heritage Museum. Information is stored in a variety of locations without control over who has access. Ms. Humphreys has taken steps to ensure that she is the only staff member to have Administrator rights on the computers as a security matter to prevent any mishaps. Storey County is undertaking a "mini-project" digitization project designed to protect, preserve, and provide access to historic Storey County records.
6. Mr. Kintop proceeded to mention the 2012-14 NHPRC grant which will include the SHRAB website for the Nevada Sesquicentennial as the kick-off begins October 31. People will be able to submit photographs to Flickr Commons. Unfortunately, due to the budget sequester, our special project amount has been halved. There has been discussion that there will be a Mobile Museum Tour. Ms. Laframboise mentioned that the theme for the Archives Month poster is "On the Road to Statehood" and would appreciate any photographic contributions from the various institutions to enhance the poster. Mr. Michal and Ms. Sundstrand both offered the use of items held in their collections.
7. Board members reported on their activities since the last meeting. Ms. Humphreys is developing a new Apple app featuring a walking tour of Sparks with vintage photos and a tour of the Museum. This project has taken years to compile the information. However, this is proving to be more of a challenge than anticipated since people are contributing corrections and additions. Ms. Sundstrand was congratulated on her appointment to the IMLS board. She talked about her experiences in Washington D.C. and meeting the First Lady Michelle Obama.
8. Recommendations for new Board members. Mr. Kintop read the resignation letter from Anne-Louise Bennett and suggested that the board give Ms. Bennett something for her contribution as a SHRAB member. That still leaves a vacancy on the board with her leaving the board after the expiration of her term. Ms. Bennett initiated her effort to join the board and thanked the board for the experience and especially thanked Ms. Humphreys. Mr. Kintop acknowledged Ms. Bennett's fundraising efforts for History Day. This prompted Mr. Michal to ask how the Nevada students did at National History Day competition and Mr. Kintop replied that he had not heard from the coordinator yet. Mr. Kintop spoke to Peter Barton (Division Director of Museums and History) and he agreed with the suggestion to ask Dennis McBride, the new Nevada Museum Director in Las Vegas, to join SHRAB as the member to replace the previous museum director. Mr. McBride has an appreciation for history and records which is a vital component to serve on the board. Mr. Kintop asked the group for a recommendation to fill the vacancy. Mr. Michal asked if it should be someone from the Northern part of the state. Sara Frantz, archivist and librarian at the Reno Art Museum, was suggested. Ms. Sundstrand said that Ms. Franz is doing the archives portion at the art museum and that Ms. Sundstrand has been mentoring her. Mr. Kintop mentioned that Ms. Franz had applied to the IMLS conference in Washington D.C. Ms. Humphreys mentioned that she volunteered to help her with the Past Perfect software at the Sparks Heritage Museum. Mr. Kintop agreed with the suggestion and thanked everyone for their contributions.
9. New Business.  
Ms. DeLeon said there is a need for archivists and records managers across the state to get together for regular communication. One idea was for NSLA staff to create an online Facebook

where individuals would be invited in to be members. It would provide the opportunity for members to ask questions or update current events. If an issue arises, SHRAB may want to pursue it or make recommendations to NSLA. Ms. DeLeon mentioned that after meeting with the new UNLV head of special collections there should be movement towards aligning description practices and online finding aids among the institutions. Mr. Michal discussed an online finding aids session at the CIMA conference. The Western Archives Network, sponsored by University of Utah, is composed of several consortiums including the Rocky Mountain Consortium, the Utah Consortium and the Northwest Consortium. The presenters determined that the Northwest Consortium has the best infrastructure and the Rocky Mountain and Utah Consortium should join it. California could be included in the consortium. Mr. Kintop discussed the Nevada Digital Initiative hosted by a consortium based in Washington State. Mr. Kintop said that he was unwilling to recreate metadata and the consortium was not able to follow through on requests. Gerry Hanfield created the digital archives but he had trouble hiring electronic records archivists so he hired IT people instead. Generally, consortiums are hard to maintain the sustainability since they were established by grant money. Mr. Kintop suggested that now was the time to start looking at alternatives so that when things stabilize there is already something in place. The discussion shifted to the Lots Of Copies Keep Stuff Safe (LOCKSS) ideal which requires 7 copies of digital material stored elsewhere so that the data is recoverable in the event of a disaster. Mr. Kintop then proceeded to inform the board of recent Legislative actions. SB 20 was introduced to ensure that state publications find their way to the state library. The Attorney General's office introduced AB 31 specifying the procedures for public records requests by requiring each agency to designate a records official. NSLA cooperated with the AG's office since we have authority to require agencies to assign records officers. It was convenient to combine the records officer's duties with the records official so that there was someone to assume responsibility for public records requests as well as manage all state agency records. This bill is not applicable to counties. Mr. Michel asked about the bill privatizing the Historical Society. Mr. Kintop responded that the bill died but there was an effort to resurrect it as an add-on to another bill. This bill also died. The biggest threat seemed to be from the Northern Nevada Railroad which wanted the East Ely Depot returned to its custody, only after the state provided extensive structural work to the depot. Mr. Kintop believed that the East Ely Depot retains some very valuable records which the railroad group would have no interest in preserving or making the records accessible and there was the possibility that the records could be endangered. There was another group interested in taking over Lost City Museum. Mr. Kintop felt that these groups were the real threats and not the group interested in the Historical Society because they were so disorganized. At the close of new business, Mr. Kintop hoped there would be a consultant hired by the September meeting.

10. Public comment. There was no public comment.

11. Adjourn.