

**Nevada State Historical Records Advisory Board Meeting
Henderson City Hall
Valley View Room
240 Water Street
Henderson, NV 89015
Thursday, March 1, 2012**

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

1) Information Item: Welcome and Introductions:

Cynthia Laframboise has joined the staff of the Nevada State Library and Archives as Archives Manager. She comes from the Kansas Historical Society where she worked as a state records manager and served as staff to the Kansas SHRAB.

Members Present:

Cynthia Laframboise, Nevada State Library and Archives
Sabrina Mercadante, City of Henderson
Jacque Sundstrand, University of Nevada Reno Special Collections
Anthea Humphreys, Sparks Heritage Museum
Shayne Del Cohen, Tribal Consultant
Peter Michel, University of Nevada Las Vegas Special Collections
Diana Alba, Clark County
Daphne DeLeon, Nevada State Library and Archives
Jeff Kintop, Nevada State Library and Archives

Members Attending by Phone:

Anne-Louise Bennett, TMCC Faculty Emeritus

2) Oaths of Office for Board Members administered by Diana Alba, County Clerk of Clark County. David Milman has resigned the SHRAB so a new member will need to be recruited to fill his position.

3) Approval of Minutes: This item will be held over until the next meeting.

4) Moment of Silence in Memory of Nevada Senator Bill Raggio.

5) Informational Updates – Board Members:

a) Nevada State Library and Archives (NSLA) merger with Department of Administration – Jeff Kintop: Agencies included in the merger include: the Department of Personnel, the Public Works Board, and the Department of Information Technology. The position of NSLA in state government will be enhanced due to the close connection with budget and information technology services. The State Archives now has more access to state and,

by extension, local government in order to get information out and things done. New procedures and techniques have been implemented and many tasks are taking longer due to the extra review now required. The state Micrographics and Imaging Program (now Imaging and Preservation Services) is now general-funded and cost allocation for this service will be done across the state. While state agencies are no longer billed for services, a new funding scale has been created since, by law, the service must be provided to local governments who have no other options. Some prices were raised and others have gone down and the model is different than what we've used in the past. Also, a Documentum license partnership among state agencies that should be rolled out within the next six months to fully develop the records management module.

- b) University of Nevada, Las Vegas, Special Collections – Peter Michel: The budget is stable and, like the rest of the University, seems to have hit bottom. A current LSTA digitization project is in progress regarding the architecture of Las Vegas; 700-800 architectural drawings of the major hotels on the Strip are being digitized. The proposed project for next year is entitled “Documenting the African-American Experience in Las Vegas.” This project will not be straight digitization of items taken from Special Collections, but a collaborative effort among institutions like the State Museum and public libraries in Clark County, which will identify, inventory, and make accessible at least descriptions of all the known collections documenting the African-American community in Las Vegas. Once various institutions are inventoried a database will be created which should be made accessible online. Leaders from the African heritage community will participate in a community advisory board which will identify individuals, organizations, and small institutions that hold records, add these records to the inventory, and hopefully digitize the items so they might be shared through a portal created for this project. The main goal is to raise awareness about this important, interesting, dynamic, and vibrant community which has been under-represented up until this time. Libraries will have public scanning stations where patrons may bring their items for scanning and then these individuals will provide information which will serve as metadata so the items can be kept by them while still providing access to the information. Another important component of this project will be online access to oral histories provided by the UNLV Oral History Center and area public libraries. Las Vegas PBS has taped various leaders of the black community discussing a variety of issues as well.
- c) University of Nevada, Reno, Special Collections – Jacque Sundstrand: Special Collections is functioning with three full-time librarians and one half-time library assistant. Many staff left during the current two-year period and Dean Kathy Ray has decided not to make any permanent changes in either budget or positions at this time, though a number of people will be taking on a few extra responsibilities due to the empty jobs; for example, the head of Special Collections will work about 25% of the time as the collection development level librarian. Decisions will have to be made on what can't be done, rather than what can, but most projects will still be handled – probably at a slower pace than before – except for development. Special Collections did get publicity due to a controversy over the removal of a Facebook page that was created for two students who attended the University ninety-nine years ago; an incorrect type of Facebook account was set up for the project that had to be changed.

- d) National History Day in Nevada – Jeff Kintop: The Nevada Humanities Committee is now the fiscal agent for History Day in Nevada, a cooperative project between the Nevada State Library and Archives and the Department of Education that has been held in Nevada for twenty years. The student winners go to Washington, DC, to compete against every state, territory, protectorate, and military school in the country. Last year, the highest-scoring Nevada project, an exhibit on Victorian dollhouses, finished thirteenth at the national level. The kids from Nevada visited Senator Harry Reid and Nevada Congressmen and had their pictures taken on the Capitol steps. This year, the northern contest is to be held March 31st at Wooster High School in Reno while the southern contest will be April 14th at the Northwest Career and Technical Academy on Tropical way. The southern contest gets four to five hundred entries, while about one hundred participate in the north, and thirty-two students went back to the national competition last year. The program has always been partially grant-supported; this year some fund-raising and higher registration fees may help the program become self-supporting. Anyone interested can get contact information or a link to the History Day Facebook page from Mr. Kintop. The new state coordinator for History Day is Christine Hull who is the new Social Studies coordinator within the Department of Education.
 - e) Ourstory, Inc – Shayne Del Cohen: Ourstory has been working on projects similar to the one being done by UNLV Special Collections; this year's project was about the Tuskegee Airmen. Ourstory is in the midst of a two-year project going celebrating 150 years of the Emancipation Proclamation which will detail both the academic side of the story, as well as personal stories about the effect on families. Ourstory has partnered with a national program that provides high school students a tour of four or five historically black colleges and universities in the eastern United States in April. The kids from Nevada will have brief meetings with the department of history or libraries and archives at the colleges/universities they visit so they may trade information such as the fact that Hampton Institute in Virginia started as an Indian facility that some Nevadans attended in the 1800s. The northern Nevada kids are going the week of April 6 and the southern Nevada kids will go a different week due to differences in school vacation schedules.
 - f) IPER – Intergovernmental Preparedness for Essential Records classes - Jeff Kintop: At least one workshop must be held by the end of March 2012 in order to meet FEMA funding guidelines. Classes are being held in at the Legislative Building in Carson City on March 21-22, 2012 and will be broadcast to the Grant Sawyer Building in Las Vegas. Presenting these classes is a requirement for continued FEMA funding, but the curriculum can be kept for future use at any time and for any reason so the State Archives has been in discussion with Enterprise IT about converting the curriculum to online training modules. State Records Manager Teri Mark and Nathan Hill, the Archives/Records Manager for the City of Henderson, are the instructors. The curriculum was built by the National Archives and each state has the ability to personalize the training to their own state based upon specific laws and needs.
- 6) Review SHRAB Operating Grant 2010-2012 – Jeff Kintop, Board Members:
- a) Revised Project period, project timeline, grants and scholarships for e-records training: At the last meeting, a determination was made that SHRAB re-grants would

be used to fund travel to training for state and local government agencies and non-profit museums and preservation organizations, with some of the money to be set aside for electronic records training. The state government reorganization and recruitment of the new State Archives Manager delayed finalization of the plan, but the project will be continued to meet the intent of the grant and previous SHRAB discussion. An e-records forum is being held in Austin, Texas this spring that would allow attendees to come back and share what they learn at the Nevada e-records forum in the fall. Teri Mark and Cynthia Laframboise will be attending the Austin training on behalf of the state and open competition can also be held in order to determine who else can be sent. The agenda and conference information can be sent out along with letters soliciting proposals for anyone interested in one of the five available slots. A preliminary list of other training opportunities will accompany the solicitation for grants. The out-of-state training should be completed by the end of June so attendees can pass along the information during the fall in-state meetings.

- b) How can SHRAB members participate? Mr. Kintop will review the grant funds in the hope that enough money will be left to send one or two people to the joint National Association of Government Archives and Records Administrators (NAGARA) and Council of State Archivists (COSA) conference to be held July 18-21, 2012 in Santa Fe, New Mexico. Any Nevada SHRAB members who attend could meet with members of the New Mexico SHRAB to discuss re-grants since New Mexico has a long-standing program. Information about premium opportunities for the communities represented by the SHRAB should pass them on to Mr. Kintop for inclusion in his handout solicitation packet; these opportunities can include digital, electronic preservation, electronic records, conservation environment, etc., presented by organizations such as the Northeast Document Conservation Center, Society of American Archivists, and the American Association for State and Local History. These opportunities will only be projected about six months in advance, which would mean they must be held by the end of August.

7) IMLS Connecting to Collections Project – Board Members:

- a) Revised project period, project timeline, and deliverables: The Institute of Museum and Library Services (IMLS) grant on a connecting to collections project has allowed for the collection of information from local museums and historical societies throughout the state. Through the Nevada Museum Association, numerous museums at the state, county and private level were surveyed regarding the conditions of collections, staff training, budget allocations, and physical structures. Not all museums were covered in this survey, but the gaps will be filled in. Libraries were included in the statewide digital planning survey and information was gathered on collections and why items were scanned (preservation, access, etc.) to pinpoint which collections needed to be scanned. Selective site visitation will be used to update the information, targeting fifteen to twenty of about fifty institutions. Site visits will be done by the staff of the Nevada State Archives sometime in March in order to update information obtained in a previous survey and an outside consultant will be hired to compile the information. The paperwork needs to be done in time to allow a consultant time to compile the information for presentation to the SHRAB and a two-member advisory committee to solicit changes. In October a conference will be held

with the Board of Museums and History, the SHRAB, the Nevada Arts Council, Nevada Humanities Committee, and some other groups with ties to the preservation of historical items. The conference will result in a proposed state plan that can be tied in with Archives Month, the 150th anniversary of Nevada Territory, and the upcoming Nevada Sesquicentennial. Some preservation money received in the 1990s allowed for the cataloging and scanning of photographic records, as well as preservation microfilming. A number of historic collections of nineteenth-century publications and city directory microfilm were distributed around the state at that time. IMLS has been planning to give money toward conservation projects, but a statewide plan must be in place first.

- b) How can SHRAB members participate? These site visits will be a good way for the new State Archives Manager to get to know the various people and repositories around the state. Current SHRAB members have filled out some of the surveys so being involved in the updates and recommending sites to be visited and surveyed is a good way to participate. Site visits will probably be done some time in June, but the entire project will be done by October.

8) Archives Month 2012 – Board Members:

- a) How can SHRAB members participate? The idea of an “Archives Bazaar” has been suggested; various Archival repositories would get together to create displays, present lectures, and call for historic items to be brought in for preservation/conservation. The event is something of an open house that can be held at various locations throughout October for Archives Month. This could be also done as an online activity where repositories submit information and ideas NSLA who would compile the collected information into a treasure map format. In past, the treasure map has consisted items chosen by each repository that are placed in their location on the map. This can be a way to promote exhibits and activities that are regularly done by the repositories. Archives Month poster development is also under way using State Land plat maps.

- 9) Other Project Updates – Jeff Kintop, Daphne DeLeon: Discussion was held regarding state budget reductions and how those affect federal funding formulas. National Historic Publications and Records Commission (NHPRC) funding still depends on a five-year plan and Nevada examines and revises the plan every couple years – if no plan were in place, no money would be received; some states don’t have active SHRABs so they don’t receive NHPRC funds. One way to ensure funding is to focus on initiatives that are important to both the state and federal government. At this time, the federal government is promoting digital literacy coordination effort including 21st-Century learning skills at IMLS to broadband funding for computing centers where a portal is being created with curriculum that includes basic computing classes. The resources being used are created by organizations like the Nevada State Library and Archives so funding needs to be received at the state level in order for these federal programs to be successful. More information and a consistent vocabulary need to be provided for the SHRAB so the determination can be made as to the best way to approach funding issues at the local, county and state levels in order to help underserved organizations participate in archival and records management programs. Information from Preserving the American Historical Record (PAHR) and the Council of

State Archivists (COSA) will be disseminated to members of the SHRAB to help determine future goals and needs.

- 10) Future Agenda Items and New Business – Board Members: Future discussions need to be held regarding PAHR legislation and general advocacy. Reports should be given regarding the eRecords Forum and site visits. Application reviews should also be included.
- 11) Next Meeting Time and Place – Board Members: The next official meeting will be held at the Sparks Heritage Museum in Northern Nevada on June 12, 2012.
- 12) Public Comment: No public is in attendance.
- 13) Adjournment: SHRAB Coordinator Jeff Kintop called for the meeting to adjourn.