

# STATE OF ALASKA

Sean Parnell,  
GOVERNOR

## DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

POB 110525  
141 Willoughby Avenue  
Juneau, AK 99811-1720  
Phone: 907/465-2276  
Fax: 907/465-2465

### ALASKA STATE HISTORICAL RECORDS ADVISORY BOARD

<http://archives.state.ak.us/ashrab/ashrab.html>

#### Membership

Dean Dawson, Coordinator  
Peter Caffall-Davis, Hyder  
Zachary Jones, Juneau  
Bridget Burke, Fairbanks  
Gladi Kulp, Juneau

Judith Bittner/Jo Antonson, Anchorage  
Laura Samuelson, Nome  
Joseph Kurber, Fairbanks  
Teresa Fahning, Soldotna  
Carol O'Malley, Anchorage

---

### Alaska State Historical Records Advisory Board Meeting Minutes

<b>Meeting Date:</b>	June 15, 2011
<b>Meeting Location:</b>	Nome, Alaska
<b>Minutes Recorded by:</b>	Dean Dawson, State Archivist
<b>Roll Call:</b>	<p>Present at the Meeting:</p> <p>Jo Antonson for Judy Bittner, Office of History &amp; Archaeology Peter Caffall-Davis, Hyder Archives Dean Dawson, Alaska State Archives Bridget Burke, Alaska &amp; Polar Regions Dept, UAF Teresa Fahning, City of Soldotna Gladi Kulp, Juneau Laura Samuelson, Carrie M. McClain Memorial Museum</p> <p>Others Present:</p> <p>Glenn Cook, Division of Libraries Archives &amp; Museums Larry Hibpshman, Alaska State Archives</p> <p>Members Absent:</p> <p>Joe Kurber, Fairbanks Carol O'Malley, Anchorage Zach Jones, Sealaska Heritage Institute</p>



## **I. Items Discussed:**

Roll call was conducted. Pete moved to accept the minutes from the March 1, 2011 teleconference, Teresa seconded. There was no discussion and the Board accepted the minutes.

### **A. Update of Statewide Library Archives Museum (SLAM) Project**

Glenn updated the Board regarding the status of the SLAM Project in Juneau. He said that over one third of the drawings have been developed and are ready for the final design phase. He said that the State Historic Preservation Office (SHPO) reviewed the impacts of the building project to the current State Museum building. The SHPO determined the building is a significant historic property and the proposed project will have an adverse impact on the building. Mitigation for destruction of an historic property is under discussion with the architects, LAM staff, and SHPO. As a result of the input from the Office of History & Archaeology ECI Hyer, the project architects, will incorporate a history of the existing building into the new structure. So far as a result of a bond proposal and legislative appropriations, \$28 million has been authorized for the project; \$95 million more is needed to complete construction. After the architects complete nearly all of the design, ground preparation work can be initiated. The building structure includes reading/research rooms; vaults on both floors; a small coffee shop; and, supports adequate technology infrastructure.

Jo mentioned that the Alaska Historical Society is working with lobbyist Clark Gruening to emphasize statewide services that will be conducted from the building. The Alaska Historical Society sent a letter to Governor Parnell encouraging him to keep the \$5M the legislature had appropriated within the budget. Senator Johnny Ellis is also very interested in the project as are other legislators. She mentioned that the critical thing is to work with the chairs of the Finance Committees. Bridget discussed her perspective and Laura mentioned that she had begun working on her new museum plans in 1992. This past legislative session the Legislature inserted a budget line item of \$14M to construct the Richard Foster Building which will house Nome's archives and museum.

There was further general discussion about funding issues and challenges.

### **B. Overview of ASHRAB & NHPRC**

Larry presented a slideshow of ASHRAB and the NHPRC to brief the Board on the history of both entities and members' duties and responsibilities.

### C. Proposed Amendments to By-Laws

Pete made a motion to amend the by-laws which was seconded by Teresa. Dean opened by reading a paragraph from a 1979 ASHRAB memo regarding the "nine" members and how the ASHRAB hasn't complied with its own by-laws for about 32 years; but, amending the by-laws now would fix it, as we currently have 10 members and the new verbiage would reference *at least nine members*. The Board discussed the various By-laws Articles and agreed to all changes by unanimous consensus. There were some minor non-substantive and technical changes in **Article II** Authority, **Article V** Purposes, **Article XII** Committees, **Article XIII** Rules of Order; but, one major edit impacted **Article III** Membership, which changed the first statement to *ASHRAB consists of at least nine members*.

Regarding **Article IV**, Jo recommended deletion of the statement *The State Coordinator is a member of ASHRAB and serves a renewable four year term* as it conflicted with other language. Teresa asked for clarification regarding the motion on the floor and discussion followed. There was unanimous consent to remove this language from the Bylaws.

Regarding **Article X**, Meetings & Records, Dean clarified references to the *Open Meetings Act* and AS 40.25.120 (Public Records Disclosures) and why it was of value to note the *Open Meeting Act* and the Public Records statute in the By-laws. Teresa also had comments regarding public notices and how it would be good to work thru the city clerk. Dean mentioned that he had posted notice of this meeting on the State online public notices website, thru his Commissioner's information officer, who had also contacted his media outlets. Laura mentioned she had sent notice to City of Nome departments.

There was discussion on **Article XI**, Quorum. It was recommended to change the language to *A majority of ASHRAB members constitute a quorum for the purpose of meeting and conducting business*. Teresa emphasized that a tie fails this threshold. Peter thought mentioning a minimum number in attendance would be valuable. Glenn and Larry provided historical perspective of board membership throughout this collaboration.

Pete motioned to amend the Bylaws as discussed. Teresa seconded and Motion passed unanimously

### D. Review of 5-yr Plan

This Plan covers the timeframe 2009 – 2014. Dean noted that membership changes will be reflected in an updated version that will posted soon on the ASHRAB website. Regarding a statutory change that would provide Board funding Glenn responded that this would probably not be doable since the

Governor would want to know what the Division is willing to give up if a change would occur. This idea should be listed as an objective though. Jo mentioned the value of outreach and cooperative agreements. Bridget asked about a printing budget for the Board and Dean discussed cost sharing and how the soon-to-be printed Brochure was developed. There was general discussion regarding Goal IV, collaborative efforts among Alaskan institutions. Regarding Goal V, Jo wanted to acknowledge that October is Archives Month and we should do something. She also brought up a recognition or *Certificate of Excellence* program for high quality archival projects and use this to increase the visibility of the ASHRAB. The Board could consider and choose candidates during one meeting per year (perhaps October). Larry mentioned a ready-made awardee in Sitka for the processing of the Sheldon Jackson College records. Dean asked for volunteers for a sub-committee to address this. Bridget thought the Northwest Archivists and the Alaska Historical Society might also be looked at to see how they address award giving. Jo and Dean were willing to be part of this conversation. Dean mentioned *Archives Week* and Teresa mentioned Mayoral proclamations. These ideas will be looked into this coming August. Laura didn't feel the Nome Local Government would be interested in promoting an *Archives Month*. We can check with Teresa to publicize this to the municipal clerks. Glenn mentioned a value in engaging History students to do a lot of the legwork under a committee chair. There was animated discussion concerning FEMA and emergency/contingency planning and how it related to records and information management protocols. It was decided to add the following organizations to *Appendix A*: Alaska Municipal Clerks, Northwest Archivists, Alaska City Mayors, and the Alaska Humanities Forum.

### **E. Statement of Priorities**

Pete made a motion and Teresa seconded that the *Statement of Priorities* be reviewed and updated. The priorities document was last updated in March 1989 and Dean sent out drafts to everyone before the meeting. There was substantive discussion over focus areas, terminology used in the document, and changes. Motion passed by unanimous consent.

### **F. Annual Work Plan**

Discussion centered on what the Board wishes to accomplish/focus on and what we could like to include in the next SNAP grant application due September 9. In the past the Board has developed a brochure, implemented an *Archives Week* celebration, and conducted Collection Care & Preservation training. We can apply for a \$30,000 two-year travel grant and a \$75,000 supplemental grant application also for two years. The Board shared their ideas and they closely paralleled ideas Zach proposed in early May. The idea of a traveling archivist, a summer itinerant archivist hosted by the community they are working in, was discussed. Questions *like where would*

*this professional go, where would there be the most benefit, where is the target audience, and how would people find out that these opportunities exist* were asked. Communities could apply and would define what type of assistance they needed. The grant would cover transportation and a stipend for the archivist. Priority would be given to smaller institutions and towns. Larry discussed his work with Afognak and how it related. Communities with endangered records would receive priority. Dean will draft the grant application, with assistance from Zach, and send out to everyone for review by mid-August. It was suggested that there be an educational component. There may be a collaborative piece that could potentially have statewide impact, but Gladi had mentioned earlier that she would like to focus on smaller archives where the statewide impact might be less visible. The visit length at each location would depend upon the project. Glenn would like the archivist to set up data loggers to measure temperature and humidity that the State archives could remotely access. The goal of the project would be to process collection(s), arrange, describe, address preservation issues and make them available/accessible. Addressing outreach, permission, and ethics would be important. Jo mentioned that the project needed to have hammer/nails results. Most of the small museums have archival material that needs to be processed. Glenn mentioned that there would also be a possibility of the successful field institution getting an IMLS *Connecting to Collections* grant as a followup to an itinerant archivist's work.

During the first year of the grant (2012) the Board could gel up interest by providing two one-day training opportunities for interested individuals on how processing collections and how to apply for an itinerant archivist grant. One training will be in conjunction with the ANLAMS conference probably in Anchorage or Fairbanks and one will be in conjunction with an ASHRAB meeting. Bridget mentioned she'd prefer a little more workshop and less lecture, perhaps including a roundtable. The second year of the grant (2013) would consist of having a professional itinerant/consulting archivist travel to three organizations (e.g. in June, July & August) and assist them on a needs basis. The hosting institutions would probably be based in Anchorage, Juneau and Fairbanks and during the first year of the grant would be soliciting proposals from their region. There is a 50% cost share provision for the sponsoring and field institutions to meet and they also would assist the itinerant emerging professional with logistics. The itinerant would spend up to three days at the hosting institution orienting to Alaska. Someone from the hosting institution would travel with the itinerant out to the field institution for a day or so. Length of time the itinerant spends at each field institution would be approximately one month and they would also provide housing for the itinerant. We may be able to get a graduate from academia like the University of British Columbia. Bridget suggested that an educational component might consist of a public performance that the itinerant shares at the field institution; and, the itinerant would leave behind a template, processing manual, or a work plan utilizing best practices. The field institution would be required to do some initial appraisal of the

collection(s) that the itinerant would process so they don't come into the situation cold. At the conclusion of the field work the archivist would debrief their experiences with the project manager at the hosting institution. It is not the intent of the ASHRAB to have the traveling archivist work at one of the major institutions in the State. It was noted that Anne Foster may be a resource. Dean will also contact UBC, and others in advance to get determine what assistance they might provide. We could also query those who have attended our training classes to see what they prefer.

### **G. Statutory Change Regarding Items Donated to Libraries & Museums**

Dean presented the following material to the Board which Laura read:

A point was made at our last teleconference, with reference to minutes from a 2008 ASHRAB meeting, to review and possibly update the open records law codified as the *Alaska Public Records Act (AS 40.25.120)* because the definition of *Record* exempted *library and museum material developed or acquired and preserved solely for reference* from being considered *Record Material*, which could have protected restricted donated material from disclosure via public information requests. The discussion regarding the open records law in the 2008 meeting does not reference the correct statute.

AS 40.21.150(6)--*Management & Preservation of Public Records Act*-- defines the term *record* [which does not include *library and museum material developed or acquired and preserved solely for reference*] and is applicable **only** to AS 40.21. [Further, *State Record* as defined under AS 40.21.150(8) doesn't address the exemption of *library and museum material* and is irrelevant.]

AS 40.25 *Inspection & Copying of Public Records*, specifically .120, lists *exceptions* to public records disclosures. This is where "Records donated to a public library, archives or museum are confidential under such and so conditions" could perhaps be appended as part of a housekeeping measure. But, what are the arguments to initiate this action? Donated records are covered under a *Deed of Gift* where certain stipulations and confidentiality restrictions are delineated. These are contracts and enforceable under the Alaska Statutes. I am unaware of any legal action (i.e. a FOIA or other public information request) regarding this situation (i.e. a private party suing a public institution in Alaska because donated records, manuscripts or other material were not accessible due to confidentiality restrictions set in contract by the donor.) Usually any

restrictions are waived upon the death of a donor(s), or after a certain, finite period of time.

The minutes also stated that AS 14.57, *The State Museum*, should be reviewed due to issues related to loans and donations. Since this statute addresses the State Museum, it does not fall under the ASHRAB's purview and I do not believe any discussion is warranted.

At Dean's recommendation it was decided by consensus not to discuss/recommend a statutory change.

## **II. New/Other Business**

Jo brought up sending letters to Alaska's legislative delegation regarding NHPRC funding as it is critical to ASHRAB viability and the projects we fund. She mentioned that the Obama administrative proposed \$5M, down from last year's authorized \$7M. There was unanimous consensus that this was a good idea and Dean said he'd draft letters.

Pete brought up some questions regarding Capital Improvement Projects in local communities, noting their historical significance. He was interested in the project name/location, who oversaw the project, contact person's name in agency, date it was put out to bid, how much was awarded and who won the bid. There was animated discussion and several strategies were recommended.

Bridget mentioned an archivist position open at UAF that may be filled soon. She also noted the Alaska Digital Archives, sponsored by UAA, UAF, and the Division of Libraries, Archives & Museums now has an unlimited capacity to post images. UAF will also be sponsoring a panel on the Steven's Papers Project.

## **III. Next Meeting Date, Time & Location:**

There was discussion to have a half day fall meeting in conjunction with the AHS/Museums Alaska meeting in Valdez September 21-24. A meeting on September 21<sup>st</sup> was the preferred date for the next ASHRAB face-to-face meeting. Probably not everyone would be able to stay for the entire annual meeting.

The meeting concluded at 5:00 PM.