

## **Utah State Historical Records Advisory Board**

**Utah State Archives  
Training Room  
May 7, 2015  
11:30 A.M. – 12:05 P.M.**

Conducting: Chair – Patricia Smith-Mansfield, Director Utah State Archives

### **Board members attending:**

Patricia Smith-Mansfield– Utah State Archives  
Brandon Metcalf – LDS Church History Department  
Attending via telephone:  
Valeen Brown – Piute County Clerk/Auditor (via telephone)  
Amber D’Ambrosio – Dixie State University (via telephone)  
Sam Passey – Uintah County Regional History Center (via telephone)  
Clint Pumphrey – Utah State University (via telephone, briefly near the end)

Michael Ross – Salt Lake Police Department- excused on police business

### Others in Attendance:

Alan Barnett – Utah State Archives  
Susan Mumford substituting for Janell Tuttle – Utah State Archives

### **Minutes**

Patricia Smith-Mansfield called the meeting to order at 11:35 a.m. She explained that the agenda contained few items. The NHPRC grant had been received. For the 40<sup>th</sup> anniversary of SHRAB programs, NHPRC was accepting stories for publication. Patricia Smith-Mansfield suggested the re-grant program and some of the activities the board has funded would be a good topic for the USHRAB to present.

As members called in and a quorum was available, Brandon Metcalf suggested they could approve the minutes. Patricia Smith-Mansfield asked if the members of the board had read the minutes for the January meeting and the February special meeting and if there were any corrections. Valeen Brown made a motion to approve both sets of minutes. Sam Passey seconded the motion. A vote was unanimous in favor of the motion.

Patricia Smith-Mansfield announced there had been changes in the NHPRC re-grant program. She said the focus is now on providing digital access. In the past, preservation as well as access had been emphasized, but the new direction is to focus on online digital access. She suggested combining the two concepts in the new applications. Sam Passey asked if there was a stipulation that the records digitized be open to public access. Patricia Smith-Mansfield said that the records must be openly available to the public and a finding aid or index must be digitally available. Brandon Metcalf made a motion to make the change in the new grant applications to incorporate

both “preservation” and “digital access” into the wording of the grant applications. Valeen Brown seconded the motion. The vote was unanimous in favor of the motion.

Patricia Smith-Mansfield said the names of Karla Johnson and Yvonne Christensen had been submitted to the Governor’s office to be appointed to the open positions on the Advisory Board.

Patricia Smith-Mansfield said that the Mountain West Digital Library was changing and moving to a different funding model. The applications and the re-grant requirements should reflect the changes. Sam Passey said he was anxious to revisit the topic when more information was available. Patricia Smith-Mansfield said the changes would occur after June or July. Changes in the application guidelines could be made before the deadline for applications in August. If a change is not made, it might impact the ability of grantees to get their work done. Valeen Brown asked if the grantees could be alerted of impending changes. Patricia Smith-Mansfield said the regional digital centers would still be available to coordinate with the grantees. Sam Passey said the Digital Public Library of America was another option. Patricia Smith-Mansfield suggested that the language of the grant applications could be softened to suggest that the grantees use the Mountain West Digital Library as a resource and not a requirement. The regional digitization centers and the State Archives will continue to be resources. Sam Passey made a motion that the grant application language reflects those changes. Brandon Metcalf seconded the motion. A vote was taken. The motion passed unanimously. Grant announcements will be sent the first of June. Members should send them out as well so there will be a pool of good applicants.

Patricia Smith-Mansfield said she attended a meeting of state archivists sponsored by the NHPRC in Washington D.C. The Archivist of the United States expressed appreciation for the re-grant programs. She suggested that the annual regional repository meeting in November could be open to other repositories. It had proved to be a helpful meeting that generated good ideas and solutions to problems. She asked meeting participants to think of any problems they were dealing with that could be addressed in the annual meeting. Ideas for presenters or topics would be welcomed. Sam Passey suggested that he had dealt with some photographic negatives that were problematic. One idea that he suggested was how to handle different formats. This topic could be addressed as well as how to preserve fragile formats such as nitrate negatives. Patricia Smith-Mansfield agreed that reformatting to digital was the common solution. Valeen Brown asked about converting microfilm records to digital records. Patricia Smith-Mansfield said the State Archives had that ability and would contact Piute County about the procedure. Brandon Metcalf said audio-visual material currently was an issue as it was not being delivered online. Another issue was records management such as knowing what to keep and what to send to the archives. Alan Barnett said he wondered about repositories that were receiving donations of digital material. He continued that a 50-year retention that worked with paper records would not be a viable option for the donation of digital records. Donors would not be able to hold on to electronic information for fifty years before trying to donate it. It may be necessary to solicit such donations while they are viable. Donating electronic files is an issue that should be addressed. Patricia Smith-Mansfield asked for individual reports from the members.

1. Sam Passey, Uintah County Library, reported that the Utah Public Radio program: StoryCorps, would be in Uintah County in June. The Regional History Center will become the archive for all the recordings. StoryCorps will deliver the recordings for the repository on external hard drives.

2. Amber D'Ambrosio, Dixie State University Library, reported they were hiring two summer interns. One will be digitizing large format materials and the other will update and redo the design of the library website.
3. Valeen Brown, Piute County, said the current meeting would be her last as a member of the board. She appreciated the opportunity to serve and wished the members good luck in their activities.
4. Brandon Metcalf, LDS Church History Library, said the library was hiring two Archivists; one in reference and another in processing. The History Museum is closed until September. An ongoing lecture series is being hosted. The next lecture is on the history of the LDS Church and humanitarian aid.
5. Alan Barnett, Utah State Archives, said the collection of records from Millard and Juab Counties was proceeding and should be wrapped up by the end of June. Small towns were difficult to work with as they often did not have regular offices or hours. Making contact was a matter of tracking down the record keepers by phone calls and visits.

Patricia Smith-Mansfield thanked the participants for attending. The next meeting will be in September. Members were asked to look at their calendars for possible dates. Janell Tuttle will send out the new grant applications and guidelines. The meeting adjourned at 12:05 p.m. by acclamation.