

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

**Utah State Archives  
Courtyard Training Room  
May 20, 2016  
11:30 A.M. – 12:25 P.M.**

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

### **Board members attending:**

Patricia Smith-Mansfield– Utah State Archives  
Tracy Hansen – Ogden City  
Brandon Metcalf – LDS Church History Department

### Attending via telephone:

Noel Carmack – Utah State University Price Campus  
Paula Mitchell – Southern Utah University  
Sam Passey – Uintah County Regional History Center  
Clint Pumphrey – Utah State University

### Others in Attendance:

Alan Barnett – Utah State Archives  
Janell Tuttle – Utah State Archives

## **Minutes**

Patricia Smith-Mansfield called the meeting to order at 11:34 a.m. Janell Tuttle distributed travel reimbursement forms to those that needed them. Patricia Smith-Mansfield then asked for the Board members to introduce themselves, including the three new Board members. The new members are Tracy Hansen, Paula Mitchell, and Noel Carmack. Patricia Smith-Mansfield welcomed the new members. She then gave a brief background of the USHRAB. The State Historical Records Advisory Boards (SHRABS) work through the National Historical Publications and Records Commission (NHPRC). The NHPRC gives money to SHRABS and our Board uses the money for a re-grant program. The next item of business was the approval of the January 21, 2016 minutes. Sam Passey moved to approve the minutes, Noel Carmack seconded the motion, and it passed unanimously.

The next item on the agenda was a discussion on the strategic plan and its tie into the Mountain West Digital Library (MWDL). The MWDL is specifically listed in the strategic plan; however the model for the MWDL has changed from a networking model to a funding model and this is impacting its use. Some institutions have cut back on the number of servers being harvested by the MWDL since the funding model has been implemented. When the strategic plan was first created the MWDL was the organization that institutions were participating in and now there are other network consortiums that institutions are utilizing. The Board discussed whether they should focus on one organization or encourage participation in network consortiums as a whole. Sam Passey stated that the Utah State Library was possibly launching a content hosting server to assist public libraries and they especially wanted to help smaller libraries. The Board decided they needed a broader perspective than just the MWDL. The Board could find other avenues in addition to the

MWDL, such as Archives West and possibly the Utah State Library. Clint Pumphrey moved to change the language in the Strategic Plan, Vision IV, Goal B to expand beyond listing only the MWDL and refer to more general virtual networks. Paula Mitchell seconded the motion and it passed unanimously.

Patricia Smith-Mansfield then asked for a discussion on the USHRAB Digitization Policy. The Board initially created a digitization policy because it was apparent that institutions needed assistance as they applied for digitization projects. The initial policy separates out access digitization from preservation digitization. Patricia Smith-Mansfield noted that organizations are now receiving electronic born records and not just still images. The MWDL is listed in the digitization policy in reference to digitization standards, yet there are other standards that can be used to ensure the sustainability of digital collections. Noel Carmack thought it was important to have repeated reference to the standards to make sure applicants were following them. It was also determined that there should be a separate heading for standards so that it was more noticeable. Clint Pumphrey suggested making it more clear that the applicants need to consult with the State Archives about their project prior to submitting their application. Sam Passey brought up the idea of the Board requiring a letter of intent to be provided by the applicant. Brandon Metcalf stated that it is important to include capture standards. It was determined that there needs to be a statement about having records available for public access. Patricia Smith-Mansfield thanked the Board for their suggestions and stated that Janell Tuttle will update the policy and the Board will vote on it in the next Board meeting.

Patricia Smith-Mansfield moved onto a discussion on grant requirements for digitization projects. Janell Tuttle provided background about miscommunication between a digitization hub and a grant recipient. Due to this miscommunication it was suggested by the digitization hub that a letter of support or a timeline/signature page from the institution doing the digitization work be required as part of the application. The Board discussed whether there should be a letter of agreement. Sam Passey moved to have the grant application include a simple form letter for the applicant to fill out that included a timeline and signature from the hosting institution. Noel Carmack seconded the motion and it passed unanimously.

The next item discussed was the Cultural Property Appendix. Patricia Smith-Mansfield explained that the State Archives has been working with organizations such as the Department of Heritage and Arts, University of Utah, Salt Lake County, and Division of Parks and Recreation to create this Appendix. The Appendix is a communication network. Training and exercises for disaster recovery will take place quarterly. Patricia Smith-Mansfield asked for an official vote for the USHRAB to be a team member on the Appendix. Paula Mitchell thought this was important and moved to have the USHRAB be a team member and to encourage individual institutions to participate. Clint Pumphrey seconded the motion and it passed unanimously. A tabletop exercise will be developed in the next few months and the Board is encouraged to participate remotely.

Patricia Smith-Mansfield asked for individual reports from the members.

1. Brandon Metcalf reported that Richard Turley had left the LDS Church History Department after 30 years and was now leading public affairs for the Church. The Department was continuing to produce publications.
2. Tracy Hansen stated that Ogden City had reactivated their City Records Committee and they were trying to get buy in from the City's divisions.

4. Patricia Smith-Mansfield asked Alan Barnett to report for the Archives. He explained that they had been working with local governments. The Archives was currently working with Richfield City, Ogden City, and Ogden School District. Sandy City had recently contacted the Archives to microfilm their records. Once records are microfilmed, a digital copy is provided to the governmental entity. This provides easy access to the records.
5. Clint Pumphrey reported that Brad Cole as the new Library Dean was restructuring the Department. He was putting Special Collections, the Government Documents department, and the Digital Initiatives under one department. They were looking to hire a department head. Since school was out they were working on some housekeeping projects, such as obtaining new shelving and creating an official disaster plan.
6. Paula Mitchell stated that they were assisting with the opening of the new Shakespeare Festival Building. They have been helping with exhibits. It is a beautiful structure and the community is excited about it.
7. Noel Carmack stated that he was excited to be on the Board. The USU Price Campus has the J. Bracken Lee personal papers in their collection and Noel will encourage them to apply for a re-grant for digitization. It is an important collection.

Patricia Smith-Mansfield then thanked the participants for attending. Brandon Metcalf moved to adjourn and the meeting adjourned at 12:25 p.m.