

# UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Utah State Archives  
Board Meeting Room

**May 22, 2019**

**11:35 AM - 12:58 PM**

## ATTENDEES

### CONDUCTING

Jim Kichas, Utah State Archives

### BOARD MEMBERS IN ATTENDANCE

Brandon Metcalf, LDS Church History Department

Darcy Pumphrey, Utah State University

Tracy Hansen, Ogden City (via telephone)

Sam Passey, Uintah County Library (via video conferencing)

Karla Johnson, Kane County (via telephone)

### OTHERS IN ATTENDANCE

Clint Pumphrey, Utah State University

Alan Barnett, Utah State Archives

Heidi Steed, Utah State Archives

Lauren Singer Katz, Utah State Archives

Mahala Ruddell, Utah State Archives

## AGENDA

### Welcome and Introductions

- Introductions and travel reimbursement: Jim introduced Lauren Singer Katz as the State Archives' new Outreach and Advocacy Manager and Darcy Pumphrey as the new Board member.

### Last Meeting Follow-up

- Approval of minutes from the January meeting: Tracy motioned to approve the January meeting minutes as presented. Karla seconded and the motion passed unanimously.

### New Business

- Review of 2019 re-grant applications:

The USHRAB has \$26,000 in funds available from the NHPRC with a matched amount of \$7,311.

The full amount is available for this round of funding.

**Emery County Archives:** requesting \$6,906.70 to continue digitization of the *Emery County Progress* from 1940-2004. Darcy cited concern that Emery County Historical Society does not have matching funds up front and will be raising funds throughout the grant period. Jim reminded the Board that this entity has been working on this digitization project for some time and has utilized USHRAB funds in the past. This project is much larger in scope. Despite these concerns, the Board thought this application was the strongest and believed that, due to proof of concept, this project will be successful. Brandon motioned to fund the project in full as proposed. Darcy seconded and the motion passed unanimously.

**Davis County:** requesting \$1,174.95 to process historical marriage application and license records and county surety bonds. While the Board had some questions about the project, Alan and Heidi Steed informed the Board that they had visited Davis County to discuss and that they were happy with the proposed preservation plans. The Board raised the concern that processing and preservation of records is within the regular job description of the county and wondered why the county needed grant funding to support a project that would otherwise be done with regularly allocated county funds. Having talked directly with Davis County, Karla explained that they had petitioned their commissioners for the funds, but were told to split the project across two fiscal years. Knowing that would be hard to accomplish, they turned to the USHRAB to fill in the budget holes and complete the job within the scope of one fiscal year. Alan pointed out that there is precedent for USHRAB involvement and the project is within the purview of the Board to assist with. Sam Passey motioned to fund project in full as proposed. Karla Johnson seconded and the motion passed unanimously.

**Huntsville Town:** requesting \$7,500 to digitize Huntsville Town histories. The Board noted that as a small town, Huntsville would greatly benefit from grant funds, but that without first getting physical and intellectual control over the records through processing and preservation, they are not yet ready to digitize. Jim suggested that by shifting their current focus from digitization to preservation, Huntsville could potentially set itself up for an even better digitization proposal in the future. The Board suggested that Huntsville would benefit from a site visit from the State Archives and from training in archival fundamentals. Brandon Metcalf motioned to deny funding and instructed the local government team to consult, to invite representatives to the Regional Repository Training at USU on June 3, and to encourage application resubmission in a later grant round. Darcy Pumphrey seconded and the motion passed unanimously.

**Hutchings Museum:** requesting \$7,500 to digitize the Broadbent Collection. The Board pointed out that the application contained conflicting information - particularly in the plan of work and timeline sections - and was not submitted on the official application form. The Board thought the Museum would benefit from splitting this proposal (both preservation and digitization) into two projects rather than one. The Board was concerned that the Museum planned to digitize in-house despite being so close to Mountain West Digital Library member repositories (UVU, BYU). The application did not explain this decision and the budget did not account for the costs of in-house digitization. Jim pointed out that this

museum was awarded funds in 2007-2008 for processing and digitizing this same collection. While the Board acknowledges staff turnover and changing standards as possible explanations, the Museum did not address this previous project in its application. Sam Passey motioned to deny funding. Brandon Metcalf seconded and the motion passed unanimously. The Board noted that this was a difficult decision and that there are worthy projects buried within the proposal that would merit funding if separated and proposed differently.

**Smithfield City/Smithfield Historical Society:** requesting \$1,000 to process and digitize photographs. The Board acknowledged a huge need for protecting these records given the storage situation in Smithfield (cardboard boxes in a log cabin), but the application does not indicate a solid plan for long-term physical preservation. Additionally, there could be conservation questions that need to be addressed but are not accounted for by the applicant. The Board suggested that with training and further clarification, as well as a referral to the Division of Arts & Museums for capacity building, this project would be successful. Brandon Metcalf motioned to deny funding and instructed the local government team to consult, to invite representatives to the Regional Repository Training at USU on June 3, and to encourage application resubmission in a later grant round. Sam Passey seconded and Karla Johnson, Jim Kichas, and Tracy Hansen voted aye. As a representative of the institution Smithfield would be partnering with on this project, Darcy Pumphrey recused herself.

**City of Moab:** requesting \$5,000 to process historical city documents. The State Archives Local Government team has worked with the city and is familiar with its document management system. Heidi mentioned that city minutes are already uploaded into that systems and questioned why those records were included in this application when they have already been processed and digitized. The Board noted that the city's application is incomplete and requires follow-up and further explanation. Brandon Metcalf motioned to deny funding, have the local government team make contact to answer lingering questions and address project goals. Sam Passey seconded and the motion passed unanimously.

- **NHPRC grant funding request:**

The State Archives is submitting an application to the NHPRC for a State Board Programming grant for July 1, 2020 - June 30, 2021. Jim presented the following performance objects in this grant application for comment and approval by the Board.

Brandon Metcalf motioned to approve as presented. Darcy Pumphrey seconded and the motion passed unanimously.

Performance Objectives:

- Continue as an active board: hold three regularly scheduled meetings.
- Award at least six re-grant projects to assist in sustainability and increased access to historical records collections.
- Conduct one Family History Workshop.
- Conduct two regional one-day Grant Writing and Archives Fundamentals workshops.

- Serve as a point of contact and support during Archives Month for institutions across the state who are hosting events, exhibits, and activities.
  - Sponsor at least one event during Archives Month at the State Archives.
  - Maintain the Board website and consortium list.
- Digitization Policy review:

Clint Pumphrey presented a draft digitization policy to the Board. The goal of this policy is to strengthen applications and to address common questions related to long-term digital preservation, preservation of physical records before and after digitization, and data standards. The Board hopes to encourage partnerships with Mountain West Digital Library and Regional Repository hubs. The policy contains language indicating the Board will prioritize funding for projects with long term preservation plans and MWDL/Regional Repository partnerships. The goal of this language is not just to set expectations for applicants but also to structure Board discussions and contextualize Board concerns. The policy will provide examples of successful grant applications that will serve as guidelines for prospective applicants. Jim requested that Board members review and provide comments on the policy in a collaborative Google document with the goal to provide the MWDL a final draft for their approval in June.

- Adjournment:

Brandon Metcalf motioned to adjourn meeting at 12:58pm. Darcy Pumphrey seconded and the motion passed unanimously.

- Board member reports (submitted post-meeting)

Darcy Pumphrey reported that the USU Merrill-Cazier Library's Digital Initiatives department is currently digitizing the Mary M. Marks Photograph Collection of glass plate negatives for the Breckenridge (Colorado) Historical Society (contract work). The department is also wrapping up digitization and metadata for the Cache Daughters of Utah Pioneers, a USHRAB-funded project. Darcy also received a scholarship to attend the Summer Education Institute for Visual Resources and Image Management in Albuquerque, New Mexico.

Noel Carmack reported that he worked with the Western Mining & Railroad Museum to publicize Spike 150 events. He has also been advising a student on a capstone project on Edward McGowan and Robert Marshall as well as a paper on Masato Karumai which she has submitted to the USHS Meeting in September.

Paula Mitchell reported that she is finishing up processing several large book donations and continuing work on digitization projects including the conversion of VHS tapes and the digitization of school newspapers. SUU has also recently acquired a postcard collection with images of southern Utah, Cedar City, and national parks. Paula is overseeing work on two grants that are wrapping up: a USHRAB grant to the Old Spanish Trail Association; and a grant from the Union Pacific Railroad to purchase memorabilia associated with the national parks in southern Utah.

Brandon Metcalf reported that the Church History Department has some new staff on board: Matt Grow has been appointed as the new managing director; Elder LeGrand R. Curtis, Jr. will replace

Elder Steven E. Snow as Church Historian and Recorder on August 1. Additionally, the latest volume of the *Joseph Smith Papers* was published in early May, and the Department is continuing its efforts to replace its catalog and prepare for the upcoming renovation of the Salt Lake Temple.

### Other Business

- Board photos: Board members are requested to submit headshots to the executive secretary.
- Next board meeting (September): Mahala will be in touch to schedule the next meeting as September approaches.

### ACTION ITEMS

1. Davis County and the Emery County Archives were unconditionally approved for full grant funding.
2. Hutching Museum was denied funding with no additional follow-up.
3. City of Moab was denied funding. The local government team was instructed to make contact regarding project goals and lingering questions.
4. Smithfield City/Smithfield Historical Society and Huntsville Town were both denied funding. The local government team was instructed to make contact regarding project goals and to encourage revision and resubmission of the application. The local government team was instructed to invite representatives from both to the Regional Repository Training hosted at USU June 3.
5. The Board approved and supports the performance objects as included in the State Board Programming Grant 2020 application submitted by the State Archives to the NHPRC.
6. Board members will review and provide comments on the proposed digitization policy in a collaborative Google document with the goal to provide the MWDL a final draft for their approval in June.
7. Board members will submit headshots to the executive secretary.