

## Utah State Historical Records Advisory Board

Meeting Minutes  
September 11, 2013  
11:38 AM – 1:05 PM

Utah State Archives  
346 S. Rio Grande Street  
Salt Lake City

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

### Board members attending:

Patricia Smith-Mansfield – Utah State Archives  
Jeff Anderson – LDS Church History Department  
Vik Brown – Southern Utah University  
Sam Passey – Uintah County Library (via telephone)  
Clint Pumphrey – Utah State University

### Others in Attendance:

Janell Tuttle – Executive Secretary  
Alan Barnett – Utah State Archives  
Lorianne Ouderkirk – Utah State Archives

### Minutes

Patricia Smith-Mansfield called the meeting to order at 11:38 a.m. Janell Tuttle distributed travel reimbursement forms. The next item on the agenda was the approval of the minutes from the May meeting. Jeff Anderson moved to approve the minutes, Vik Brown seconded the motion, and it passed unanimously. The Board then reviewed and awarded the USHRAB grant applications. There was \$11,000 available in re-grant funding from the National Historical Publications and Records Commission (NHPRC). The Board received 10 grant applications and they funded 7 grants. The breakdown of the funding decisions is in the following table.

Application #	Organization	Amount	Project Description	Motion/Vote
UG2013-01	Wheeler Historic Farm	\$1500	Enter documents and photographs into Past Perfect and add online exhibit features to make information more accessible	Jeff Anderson moved to approve for supplies and PastPerfect upgrade and that they consult with the Mountain West Digital Library. Vik Brown seconded the motion and it passed unanimously.
UG2013-02	Springville City	\$1500	Digitize 45 cubic feet of historical records that have just been organized and processed	Jeff Anderson moved not to fund and to have Springville City work with the State

				Archives to microfilm these records. Clint Pumphrey seconded the motion and it passed unanimously.
UG2013-03	Box Elder Museum Foundation	\$1500	Install smoke detectors, re-house historic photographs	Jeff Anderson moved to fund and Vik Brown seconded the motion. It passed unanimously.
UG2013-04	Sundance Institute Archives	\$1500	Prepare a comprehensive disaster response plan and assemble disaster response kits	Jeff Anderson moved to fund, Clint Pumphrey seconded the motion, and it passed unanimously.
UG2013-05	Hyrum City Museum	\$1330	Properly house and organize historic records	Clint moved to fund and to have them work with Utah State University to consolidate the holdings of the newspaper. Vik seconded the motion and it passed unanimously.
UG2013-06	Emery Co Archives	\$1500	Preserve historic photograph collection	Vik Brown moved to fund, Jeff Anderson seconded the motion, and it passed unanimously.
UG2013-07	Natural History Museum	\$1500	Digitize historic entomology collection	Jeff Anderson moved to not fund, Clint Pumphrey seconded the motion, and it passed unanimously.
UG2013-08	Cathedral Church of St. Mark	\$1500	Purchase a flat file cabinet for blueprints and oversize historical items	After a discussion on public access to blueprints of an existing building, Jeff Anderson moved to fund, Vik Brown seconded, and the motion passed unanimously.
UG2013-09	Weber Co Sheriff's Office	\$1500	Gather and preserve documents, photographs, and other items related to Weber Co Sheriff	Jeff Anderson moved to not fund, but to encourage them to gather records first and then apply for a grant to process those records. Vik Brown seconded and the motion passed unanimously.
UG2013-10	Helper Mining and Railroad Museum	\$1422	Purchase shelving and preserve oral histories	Jeff Anderson moved to fund, Vik Brown seconded, and the motion passed unanimously.

The Board then discussed training ideas for the Regional Repository Director's Meeting and the next training to be presented throughout the state. Some ideas included ethics in the archives, classification, access, and the Government Records Access and Management Act, Describing Archives: A Content Standard (DACs), EAD 3.0, how to do a digitization project, and electronic records. Patricia Smith-Mansfield then spoke about grant funding. She explained that we had applied for a State and National Archival Partnership (SNAP) grant and had asked for \$15,000 for re-grants. Due to federal cuts, the NHPRC was not in a good position for funding; however, the senate had restored their funding to \$5 million. The House could still cut that amount. The NHPRC wants to support Board activities, but may not support any requested supplemental funding.

Patricia Smith-Mansfield began the institution reports by discussing Archives Month. The State Archives had a website where institutions could place information about Archives Month events. She encouraged Board members to post events on the website that their institutions were hosting. She stated that the Archives and the Utah Humanities Council had partnered to present lectures during Archives Month and that there were two other important events coming up. These events were an electronic records conference and the Best Practices Exchange conference. Bob Bennett and other national figures would be speaking at the Best Practices Exchange conference.

Clint Pumphrey then reported that the Arrington Lecture at Utah State University would be held on September 19 and Gregory Prince would be the speaker. He also stated that on September 13 Jim Hansen was visiting Utah State University for the opening of his collection of congressional papers. Vik Brown reported that Southern Utah University received an LSTA grant to process and digitize the Shakespeare Festival collection. Jeff Anderson stated that Brad Westwood left his job at the LDS Church History Department and had moved to State History. Because of this change, Jeff Anderson had assumed many of Brad Westwood's responsibilities. Their global initiative to create regional repositories and archives throughout the world that will gather materials is continuing. Alan Barnett spoke about the State Archives Cemetery Project. He was traveling the state collecting cemetery records to microfilm. The records would then be available at the State Archives and at local regional repositories.

The meeting adjourned at 1:05 pm.