

~Louisiana Historical Records Advisory Board~

Wednesday, March 13, 2013

10:00 a.m.

Louisiana State Archives

3851 Essen Lane, Baton Rouge, LA 70809

~AGENDA~

~Welcome~

Welcome New Member:

Beauregard Parish Clerk of Court: Brian Lestage

~Introductions~

~Reports/Updates on Member Activities~

~Past Agenda/November 29, 2012~

~NARA*/NHPRC Budget~**

CoSA* Email: March 8, 2013**

~Annotation: NHPRC Report 2012~

~LHRAB'S** Strategic Plan/Revised 2008~**

~SNAP*** Grant Application~**

**FRIENDS of the Louisiana State Archives
First Wednesday of the Month**

October: Archives Month

~Open Discussion~

Acronyms

***NARA: National Archives and Records Administration**

****NHPRC: National Historical Publication and Records Commission**

*****CoSA: Council of State Archivists**

******SNAP: State and National Archival Partnership**

**Tom Schedler
Secretary of State**

Louisiana Historical Records Advisory Board Meeting DRAFT minutes
Wednesday, March 13, 2013, 10:00 a.m., Archives Conference Room
Attendance: Carrie Fager, Judy Gentry, Florent Hardy, Jacquelyn Jones,
Tara Laver, Brian Lestage

Dr. Hardy welcomed the members and introduced the new Board Member Beauregard Parish Clerk of Court Brian Lestage. Members introduced themselves and gave a brief overview of their present activities.

A review of the November 29, 2012 meeting agenda was held.

Clerk Lestage mentioned that he was happy to be a member of the Board. He also mentioned that the Clerks are concerned about the proper procedures for addressing their records retention schedules. A discussion ensued between Clerk Lestage and Carrie Fager, Records Manager Statewide, about the records and records retention program of Beauregard Parish. He mentioned historical damage of records resulting from hurricanes in southwest Louisiana and Beauregard Parish in particular. He also briefly mentioned that Clerks use different methods of retaining records and that there is presently no standard system for the clerks to follow. Some 30 clerks use the same vendors and efforts are currently underway to unify. Cotts, Grids, Software Services are currently used. He mentioned that Lafayette and Jefferson Parish Clerks use unique systems.

Tara mentioned the possibility of a survey to determine parish records that have been microfilmed, digitized, etc.

Carrie mentioned that it is important to know the status of existing records and to determine which records are lost or may be lost.

Dr. Hardy mentioned the State and National Archival Partnership (SNAP) grants available from National Archives (NARA/National Historical Publications and Records Commission (NHPRC)). The guidelines of the grant application were provided in the meeting packet for members to review and for later discussion/decision. A brief discussion ensued about the Ethics Board and its ruling on the amount a certain entity can receive prior to requiring certain financial information from the individual membership. Carrie was to research and present back to the Board regulations concerning Boards, grant money and the financial responsibilities of the membership. All agreed that this was important to address. If no funds are received, then no report may be required. Mention of \$5,000 or \$16,000 concerning funding of a board prior to having to address additional financial reports. Judy mentioned that small, re-grant programs which are simple and more straightforward may be more feasible.

A brief discussion was held concerning the role of the LHRAB. The strategic plan adopted in 2008 was addressed. Tara mentioned that the Board does not have a niche and we should address the manner in which we see ourselves and our function. Dr. Hardy provided each member in attendance with the 2008 adopted Strategic Plan for review and for possible action in the future. A review of the Plan seems in order.

A copy of the *Annotation*, NHPRC's Annual Report for 2012, was provided for review by the members.

Dr. Hardy mentioned to the Board that the FRIENDS of the Louisiana State Archives Archives Board meets every first Wednesday of every other month and that the LHRAB members are welcome to join. The next meeting is on May 1. He also mentioned that in 2011

2011 the LHRAB sponsored a Partnership Meeting which included the Association of College College and Research Libraries, Association of Records Managers and Administrators, *Le Comité des Archives de la Louisiane*, Greater New Orleans Archivists, Louisiana Archives and Manuscripts Association, Louisiana Historical Association, Louisiana Historical Records Advisory Board, Louisiana Historical Society, and Louisiana Library Association. Each logo was included on the 2011 Louisiana Archives Month poster. Review and action on their participation will be made prior to October's celebration of Archives Month.

The mention was made of the October Archives Month and thoughts of the LHRAB's role in celebrating that month.

Meeting was adjourned. No definite date for the next meeting was decided upon.