



Archives Advisory Board

Meeting Minutes

June 15, 2023

1:00pm – 2:30pm

Location: Zoom

Board Members Present: Adelaide Solomon-Jordan, Shelly Crosby, Eric Stout, Brenda Kielty, Paige Lilly, Jennifer Tarr; Shirley Browne

Board Members Absent: James Francis, Greg Zinser

MSA Staff Members Present: Kate McBrien (ex-officio), Felicia Kennedy, Tiffany Tattan-Awley, Tammy Marks, Heather Moran

Meeting called to order at 1:05 pm

Welcome and Land Acknowledgment

Tammy Marks welcomed everyone to the meeting and recited the land acknowledgment which is offered by the Maine State Archives at each Archives Advisory Board meeting.

Welcome

Shelly welcomed the Board and acknowledged a quorum.

Approval of April 27, 2023 Meeting Minutes

Paige Lilly made a motion to accept the meeting minutes as written; Brenda Kielty

seconded the motion. Tammy did a roll call, the following Board members voted as follows: Brenda Kielty, yes; Eric Stout, yes; Adelaide Solomon-Jordan yes; Paige Lilly, yes; Jennifer Tarr, yes; Shirley Browne, yes; Shelly Crosby, abstained. Voting was 6-0 in favor of approving the minutes.

Consideration of Records Schedules

Agriculture, Conservation and Forestry / Land Use Planning Commission

LUPC Board Meetings

- Final Commission Meeting Records (5 years in agency, 20 years in Records Center, Archival)
- Commission Meeting Video Recording (Contingent, Destroy)
- Commission Meeting Audio Recording (5 years in agency, Destroy)
- Commission Meeting Working Files (1 year in agency, Destroy)

Kate mentioned that the agency is preparing to sign a contract for a digital preservation system called LibNova, which allows agencies to bring in archival records and make them available on a public website. This system allows agencies to transfer confidential records immediately but may require access to a website for non-confidential information. LibNova also offers a long-term retention option for digital records that need to be kept for 50 years and then destroyed. The system is not yet advertised, but the agency plans to make decisions about the time cut off for digital records that will be destroyed in 50 or 75 years. As the system is set up and acquired, the conversation is focusing on digitizing records and expectations. Some agencies are claiming that digital copies are free to destroy paper copies, but this is not the case. The digital records management guidelines, developed by Felicia and Lisa Erickson Harris, are a fact sheet that provides guidance on digitizing records and their approval in a record retention schedule. The guidelines are expected to be updated in 3 to 6 months as the digital preservation system is up and running. Lisa and Felicia will be meeting with records and officers in person to discuss the process and address any questions or concerns they may have.

LUPC Permitting Records

- Final Permit Decision Documents (Paper: 10 years in agency, 20 years Records Center, Archival) (Digital: 10 years in agency, Archival)
- Subdivision Permit files, Applications and Supporting Materials (Paper: 20 years in agency, 10 years Records Center, Archival) (Digital: 10 years in agency, Archival)
- All Other Permit Files, Applications and Supporting Materials (Paper: 10 years in agency, 40 years Records Center, Destroy) (Digital: 50 years in agency, Destroy)
- Permitting Working Documents (Contingent, Destroy)

- Advisory Ruling Files (Paper: 10 years in agency, 20 years Records Center, Destroy) (Digital: 30 years in agency, Archival)
- Out-dated Permit Application Forms (5 years in agency, Destroy)
- Current Permit Application Forms (Contingent, Destroy)
- Application Forms Supporting Materials (5 years in agency, Destroy)
- Application Forms Working Records (Until revised, Destroy)

Compliance and Enforcement Records

- Technical Assistance Files (add series) (50 years in agency, Destroy)

Brenda Kielty made a motion to accept the new schedules as written; Adelaide Solomon-Jordan seconded the motion. All members present voted in favor of the new schedules for Agriculture, Conservation and Forestry/Land Use Planning Commission as written. Tammy did a roll call, the following Board members voted as follows: Brenda Kielty, yes; Eric Stout, yes; Adelaide Solomon-Jordan yes; Shelly Crosby, yes; Paige Lilly, yes; Jennifer Tarr, yes; Shirley Browne, yes; Voting was 7-0 in favor of approving the new schedules as written.

Maine Historic Preservation Commission

- Preservation Tax Incentive Program (Variable)
- Development/Acquisition/Covenants Program (Variable)
- Architectural Survey Forms Pre-2010 (Amendment) (Variable)
- Architectural Survey Forms 2010 to Present (Variable, Archival)
- Architectural Survey Project Documentation (Variable)

Eric Stout made a motion to accept the schedules as written; Paige Lilly seconded the motion. All members present voted in favor of the schedules for Maine Historic Preservation Commission as written. Tammy did a roll call the following Board members voted as follows: Brenda Kielty, yes; Eric Stout, yes; Adelaide Solomon-Jordan yes; Paige Lilly, yes; Jennifer Tarr, yes; Shelly Crosby, yes; Shirley Browne, yes; Voting was 7-0 in favor of approving the schedules as written.

Executive, Community Services (repealed)

- Office of Community Services Archival Records (Archival)

Shirley Browne made a motion to accept the schedule as written; Paige Lilly seconded the motion. All members present voted in favor of the schedule for as written. Tammy did a roll call, the following Board members voted as follows: Brenda Kielty, yes; Eric Stout, yes; Adelaide Solomon-Jordan yes; Paige Lilly, yes; Jennifer Tarr, yes; Shelly Crosby, yes; Shirley Browne, yes. Voting was 7-0 in favor of approving the schedule as written.

Commission on Governmental Ethics and Election Practices - Amendments

- Case Files (22 years in agency, Destroy)
- Maine Gubernatorial Campaign Files (25 years in agency, Destroy)
- Maine Political Party Commissions (8 years in agency, Destroy)
- Legislative Ethics Complaints (30 years in agency, Destroy)

Brenda Kielty made a motion to accept the amendments as written; Shirley Browne seconded the motion. All members present voted in favor of the amendments for Maine Ethics Commission as written. Tammy did a roll call, the following Board members voted as follows: Brenda Kielty, yes; Eric Stout, yes; Adelaide Solomon-Jordan yes; Paige Lilly, yes; Jennifer Tarr, yes; Shelly Crosby, yes; Shirley Browne, yes; Voting was 7-0 in favor of approving the amendments as written.

Professional & Financial Regulations – Bureau of Insurance

- Guaranty Fund Files – amendment (2 years in agency, 10 years in Records Center, Archives)
- Guaranty Association Files (10 years in agency, Destroy)

Adelaide Solomon-Jordan made a motion to accept the amendments as written; Jennifer Tarr seconded the motion. All members present voted in favor of the amendment for Professional & Financial Regulations, Bureau of Insurance as written. Tammy did a roll call, the following Board members voted as follows: Brenda Kielty, yes; Eric Stout, yes; Adelaide Solomon-Jordan yes; Paige Lilly, yes; Jennifer Tarr, yes; Shelly Crosby, yes; Shirley Browne, yes; Voting was 7-0 in favor of approving the amendments as written.

Local Government Schedule Revisions

A special committee is being set up to work with Felicia on the revision. The committee will consist of 3 to 7 members, with a preference for volunteers. The project has been challenging due to the numerous partners involved. Felicia is considering a committee to help with the revisions.

Meetings to begin in September was discussed, meeting weekly to start. The committee's availability depends on the committee members' schedules. Felicia has worked on the revisions and other information but has questions on how to move forward with specific items. Paige Lilly is interested in contributing to the county records project, as she has experience with county records and town records. She believes it would be beneficial to have one or two clerks willing to help with the clerical background piece. The committee feels it's necessary to have a hands-on perspective, and there is no restriction on expert consultation in the subcommittee level. The

committee supports the idea of having a subcommittee meeting and discussing the best way to proceed, whether its individual subcommittee members working with different branches of local governments or bringing them into a larger loop. Felicia and Paige will join the committee, and they may consider bringing in a couple of clerks or a town manager interested in the project. They want to reach out to Greg, who may be interested in setting up a special committee. The committee is not required to vote on anything, and they are free to act as advisory members.

Alternate Repository Updates

Tammy Marks explained the current situation with the alternative repository. The purpose of this was to obtain current information on applications from institutions wanting to be an alternative repository. Tammy explained to the Board that Archives has 26 applications from various organizations, some of which are 20 years old. The Archives sent a letter out to these repositories to update their information. There are 8 updated applications that have the same information they did in the past, these can be signed by the Board Chair. Two of these applications included in the meeting handouts did not have an application or paperwork on file but were on the list as alternative repositories. The Board decided to review the two applications and determine if they were ready for approval at the next meeting. Paige noted that the Castine Historical Society filled out an application when the previous State Archivist was there but never received signed approval. Archives does not have any record of this application. They will plan to resubmit their paperwork. The Biddeford application was discussed. It was suggested that the application come from McArthur Library instead of Biddeford Historical. Kate agreed that this should be looked at, so Kate and Tammy will investigate this. It was also mentioned that the application does not ask about the condition of storage space at the town, and why the alternate repository can provide better conditions than what is available at the town. It was noted that the vault requirements should be added to the application to create a stand-in public record of the municipality's plans for storing these records. This information is crucial for changes in municipal clerks or leadership at the town office or city government, as everyone will always come to the town clerk's office first.

It was recommended that the overall guidelines for alternate repositories should be updated, and the application should be reviewed regularly. The last time the application was reviewed, it is unclear if the conditions are still the same or if there are any changes in the storage conditions. It would be good to include a self-assessment check list.

Felicia Kennedy discussed the importance of identifying essential records and documents in local government schedules. She mentioned that Archives has put in the appendix of the local government schedules guidelines for having or building a vault.

State Archivist Report

Digital Records Guidance Document – The digital records guidance document was included in the handouts for the meeting. Felicia and Lisa will be talking with records officers. They will start conversations about digital records and will be reaching out to agencies to discuss usage. We are making progress and attempting to move forward.

Add Member of the Press to the AAB – A bill has been approved to add a press member to the Archives Advisory Board, which will take effect on June 29th. Secretary Bellows and I will work on recruitment, with statewide media membership groups being contacted for recommendations.

Biennial Budget Updates – The biennial budget and updates are also being discussed, with the State Archives requesting positions and a limited-period position. Secretary Bellows and I discussed recruiting for a summer position, which requires a statewide media membership group recommendation. We will reach out to statewide groups for recommendations and keep you updated. We got a new box truck for the Record Center, with funds secured. The purchase order has been signed, but the truck won't be available until March due to backorders.

Digital Preservation System Update - The digital preservation system is being worked on, with a contract and encumbrance of funds expected to be completed this week.

Report of Standing and Special Committees – None

Potential Agenda Items for Future Meetings – Eric would like to see a demo of the preservation system once it is in place.

Schedule Meetings for 2023-2024 Season – Kate will send out a doodle poll to get meetings scheduled starting again in September.

Adjournment

Shelly Cosby made a motion to adjourn, all members present were in favor.
Meeting adjourned at 2:30 pm