

Archives Advisory Board

Meeting Minutes

November 21, 2024

1:00 pm – 2:30 pm Location: Zoom

**Board Members Present**: Paige Lilly, Jennifer Tarr, Greg Zinser, Eric Stout, Steve Collins, Adelaide Solomon-Jordan

**Board Members Absent**: Shirley Browne, Shelly Crosby, Brenda Kielty

**MSA Staff Members Present**: Kate McBrien (ex-officio), Tammy Marks, Heather Moran, Tiffany Tattan-Awley, Lisa Erickson-Harris, Kate Herbert, Christina Kratzman

The meeting was called to order at 1:05 pm.

# Welcome and Land Acknowledgment

Katherine McBrien 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

James Francis welcomed the Board and acknowledged a quorum.

# Approval of September 18, 2024 Meeting Minutes

Steve Collins made a motion to accept the meeting minutes as written. Paige Lilly seconded the motion. Tammy did a roll call the following Board members voted as follows: Eric Stout, yes; Paige Lilly, yes; Jennifer Tarr, yes; Greg Zinser abstained, as he was not present for this meeting. James Francis, yes; Adelaide Solomon-Jordan, yes; Steve Collins, yes; The minutes from the September 2024 meeting were approved, with edits, by a vote of 6-0, with one abstention.

# Update By-Laws

The Board discussed necessary amendments to its bylaws, focusing on two key issues: first, the addition of a 10th member to the Board, following a statutory change that expanded the Board size from 9 to 10 members, in alignment with a previous change to

the governing statute. This amendment will officially incorporate a new member with expertise in journalism, Steve Collins, who represents press interests. Second, the Board addressed the term limits for officers, particularly the Chair, whose term limit has been reached after serving three consecutive one-year terms. The Board considered either removing the term limits entirely or adjusting them for greater flexibility. A resolution to amend the bylaws to reflect both changes was proposed, with the first reading scheduled for the next meeting and a final vote expected at the subsequent meeting.

Greg Zinser made the motion to prepare a resolution to amend the bylaws by adding a 10th member and removing the references to term limits. Paige Lilly seconded the motion. Tammy did a roll call the following Board members voted as follows: Paige Lilly, yes; Greg Zinser, yes; Eric Stout, yes; Jennifer Tarr, yes; James Francis, yes; Adelaide Solomon-Jordan, yes; Steve Collins, yes (noting the discussion about his position); The motion passed unanimously.

# Alternate Repository Application

The Board members discussed a proposal from Info Quick Solutions Inc. (IQS) to store Washington County Registry of Deeds microfilm, with Washington County seeking a more centralized and local storage solution. Concerns were raised about the location of the storage facility, as it was initially unclear whether it was in New York or Maine, though it was later confirmed to be in Maine. Kate expressed concerns about IQS's security practices, noting that they only visit the facility once a month and rely on a third- party security company to monitor the site for issues, which raised doubts about how quickly problems would be addressed. There were also worries about the confidentiality of the microfilm, as IQS cannot confirm the contents of the records, which might include confidential information. Additionally, Kate pointed out that IQS had resisted the formal approval process to be recognized as an approved alternate repository, which raised further concerns. Greg, who has worked with IQS on a records management system, spoke positively about the company, noting their reliability in other contexts, and suggested that Washington County might be looking for additional storage space due to space constraints. Kate also mentioned that the State Archives offers free storage of county microfilm, though not nearby, and noted that the law requiring Deeds to be recorded on microfilm may need to be reconsidered. The Board also discussed IQS's presence in Maine, with Christina pointing out that IQS lists seven Maine counties as using their services, though Kate clarified that these counties likely use IQS's records management system rather than physical storage. The Board agreed that more information was needed from IQS to address the concerns about security, confidentiality, and their services, and Kate volunteered to follow up with IQS to gather additional details. The Board decided to table the matter and reconvene at the next meeting after gathering more information from IQS.

# Consideration of Records Schedules

Bureau of Parks and Land, update to Schedule 2063, Series 28 & 29 - The Bureau will transfer the paper copies of the land purchase agreements, deeds, easements, and Right of Way documentation at the end of a fiscal year in which a purchase or sale is closed. *(Previously, the Bureau held records in agency indefinitely, until the land was sold.)*

Tammy did a roll call, the following Board members voted as follows: Eric Stout, yes; Paige Lilly, yes; Jennifer Tarr, yes; Greg Zinser, yes; James Francis, yes; Adelaide Solomon-Jordan, yes; Steve Collins, yes; Voting 7-0 unanimously approving the amendment as written.

Maine State Police, Schedule 2118, new series - World War II Investigation Records, Archival

Tammy did a roll call, the following Board members voted as follows: Paige Lilly, yes; Adelaide Solomon-Jordan, yes; Steve Collins, yes; James Francis, yes; Eric Stout, yes; Jennifer Tarr, yes; Greg Zinser, yes; Voting 7-0 unanimously approving the new series as written.

Independent Commission to Investigate Facts of the Tragedy in Lewiston, Series 1 & 2 -

* Series 1 – Records generated or gathered for the creation of the Commission’s final report, Archival
* Series 2 – Records generated or received after issuance of the Commission’s final report, Archival

Tammy did a roll call, the following Board members voted as follows: Eric Stout, yes; Greg Zinser, yes; Adelaide Solomon-Jordan, yes; James Francis, yes; Paige Lilly, yes; Jennifer Tarr, yes; Steve Collins, yes; Voting 7-0 unanimously approving Series 1 and 2 as presented.

Senate, New Schedule: Committee Reference and Engrossing Books - 2 years in the agency, then destroy.

Tammy did a roll call, the following Board members voted as follows: Paige Lilly, yes; Jennifer Tarr, yes; Greg Zinser, yes; James Francis, yes; Eric Stout, yes; Adelaide Solomon-Jordan, yes; Steve Collins, yes; Voting 7-0 unanimously approving the new schedule as written.

General Schedule (GS4.5) Employee Personal Records

* Change instructions (adding a note) on how to manage employee disciplinary records.

Tammy did a roll call, the following Board members voted as follows: Eric Stout, yes; Adelaide Solomon-Jordan, yes; Greg Zinser, yes; James Francis, yes; Paige Lilly, yes; Jennifer Tarr, yes; Steve Collins, yes; Voting 7-0 unanimously approving to add the note in the description changing instructions on Schedule GS4.

# State Archivist Report

1. Demonstration of LibSafe Digital Preservation System - Kate Herbert demonstrated the LibSafe digital preservation system to the Board, showcasing its capabilities for securely managing and preserving both born-digital and digitized records, with features including full-text search, automatic metadata import, file integrity monitoring, and public access through the Open Access repository, all aimed at improving accessibility and long-term preservation of Maine's historical records.

Kate McBrien updated the Board on the exciting progress of our digital preservation system, which is currently undergoing an internal soft launch within the Archives. Over the next two to three months, they will populate the system with already-digitized records and rigorously test the workflows to ensure the system operates as expected. By January or February, they plan to announce the system to state agencies and conduct a series of training sessions for records officers, teaching them how to upload records and follow the new processes. Once these steps are completed, they will also make a public announcement about the system.

1. Maine Indian Tri-State Commission Records Discussion – In addition to the digital preservation work, Kate McBrien shared that she has been collaborating with the Maine Indian Tribal-State Commission (MITSEC) on the management of their records, which have been stored at the University of Maine's Special Collections for approximately 40 years. MITSEC raised concerns about record access and whether these documents fall under state jurisdiction, prompting a discussion with the Attorney General’s office and MITSEC to clarify which records are considered state records and which are not. As a result, Kate is working on developing a Memorandum of Understanding (MOU) that will outline how the records will be managed, including retention schedules, distinguishing public versus confidential records, and ensuring accessibility. MITSEC will continue to store physical records at the University of Maine, but the archives will assist with digitization and making the records available via the new Lib safe system, providing ongoing support to ensure proper management. This process is expected to take several months, and Kate will continue working closely with all involved parties to ensure the appropriate handling of these records.
2. Cultural Building Renovation Project Update – Kate McBrien is overseeing a complex move into a new cultural building that will eventually house archives, a state library, and a museum. Kate mentioned to the board that the construction project is currently on schedule, with the building expected to be handed over to the archives on March 3, 2025. Kate is cautious about committing to this timeline due to the unpredictable nature of construction projects. The archives will be the first to move into the building and will start by building new shelving on the second floor. As more shelving is added, they will gradually move boxes into the building, eventually taking over the entire archives section by the summer of 2025. After the archives are settled in, the Maine State Library and Maine State Museum will follow, though Kate notes that not all tenants will be fully moved in by the end of 2025.

Eric raises a concern about the timing of the move, particularly because it will occur during late winter and early spring, which may not be the ideal environmental conditions for handling delicate materials like archival records and library collections. He is worried about the risks involved with the climate and temperature fluctuations during that period, which could affect the materials being moved.

In response, Kate reassures him that they have taken steps to mitigate these risks. She mentions that the moving company, Pro Movers, based in Waterville, specializes in handling museum and library collections and is well-equipped to ensure the materials are transported carefully. Pro Movers will take extra precautions to protect the collections by ensuring that they are never exposed to outdoor elements. The moving process will involve loading materials directly from the old building into temperature- controlled trucks, transporting them to the new building, and unloading them into the loading dock, minimizing the time spent outside. Kate acknowledges that managing this process is complex, but they have systems in place to address these challenges and reduce the risks associated with the move.

Additionally, Kate noted her excitement about the new public bathrooms in the building, which is a lighter moment amidst the more serious logistics of the move.

# Report of Standing and Special Committees

At present, the Board Committee does not have any standing or special committees in place.

# Potential Agenda Items for Future Meetings

* First official reading of the proposed bylaw amendments.

# Adjournment

Greg Zinser moved to adjourn, and Steven Collins seconded the motion. The meeting adjourned at 2:18 pm.

**The next meeting is scheduled for January 16, 2025 at 1:00 p.m.**