



## Archives Advisory Board

### Meeting Minutes

October 20, 2022

3:00pm – 4:30pm

Location: Zoom

**Board Members Present:** Eric Stout, Brenda Kielty, Jennifer Tarr, Shirley Browne, Greg Zinser, Adelaide Solomon-Jordan, Paige Lilly

**Board Members Absent:** James Francis (Chair), Shelly Crosby (Vice-Chair)

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

**Public Members Present:** Christopher Parr, Linda Huff

Meeting called to order at 3:03 pm by Paige Lilly.

### **Welcome and Land Acknowledgment**

Kate 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**

Paige welcomed everyone to the meeting and did a roll call.

## **Approval of June 23, 2022 Meeting Minutes**

The minutes were approved. A motion to approve the minutes was made by Shirley Browne and seconded by Adelaide Solomon-Jordan. *The following Board members voted as follows: Jen Tarr, yes; Greg Zinser, yes; Shirley Browne, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes. Voting was 7-0 in favor of approving the minutes.)*

## **Consideration of Records Schedules**

The following schedules were voted on and approved:

DAFS/MaineIT (*Greg Zinser made a motion to approve the schedule; Jenn Tarr seconded the motion; The following Board members voted as follows: Jen Tarr, yes; Greg Zinser, yes; Shirley Browne, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes. Voting was 7-0 in favor of approving the schedule.)*

- i. Microsoft Exchange Server – Email Backup Tapes, 2008-2017

Department of Transportation/Legal – (2 Binder Series) (*Greg Zinser made a motion to approve the schedules; Jenn Tarr seconded the motion; The following Board members voted as follows: Jen Tarr, yes; Greg Zinser, yes; Shirley Browne, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes. Voting was 7-0 in favor of approving the schedules.)*

- i. Legal Binder – Title Binder
- ii. Legal Binder – Closing Binder

The following schedules were not approved and will be heard again at the next meeting:

Department of Corrections/Central Office - (Probation) (Amendment) (*Eric Stout made a motion to decline and wait for continued review and more information from the agency; Greg Zinser seconded the motion; The following Board members voted as follows: Jen Tarr, yes; Greg Zinser, yes; Shirley Browne, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes. Voting was 7-0 in favor of declining the schedules until continued review and more information is provided.)*

- i. Adult Community Probation Individual Case Files

## **Maine Historic Preservation Commission** – (Series 8) (Amendment)

Eric asked if budget and financial records are or should be segregated because they are event triggered. Maybe reword the description to indicate when the event is triggered (closed). The schedules are agreed upon except for the question of budget and financial records related to any contracts or grants – should they have a longer retention than three years and follow what is written in the General Schedules. (*Eric*

*Stout made a motion to decline both schedules and wait for a rewrite on the retention period also adding when the event is closed (triggered); Greg Zinser seconded the motion; The following Board members voted as follows: Jen Tarr, yes; Greg Zinser, yes; Shirley Browne, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes. Voting was 7-0 in favor of declining the schedules until a rewrite is provided and the event closed (triggered) is added.)*

**Public Question** - Chris Parr, Office of Securities for PFR, is working on schedules not updated since 1986. The agency is asking about electronic format records. Chris asked if it made sense to transfer electronic copies to the Records Center if it has a disposition of 'destroyed'. Should the electronic record just be kept in agency until due to be destroyed or should they be transferred to Archives given they (the Archives) have the technology to read the electronic record. Kate responded that the Archives is currently trying to obtain an archival digital preservation system. There isn't an answer to Chris's question regarding electronic records that have a destroy date. The time involved (5-year, 10 years, etc.) makes a difference in the determination.

### **Alternate Repository Application**

The Winthrop Maine Historical Society applied to become an alternate repository for the Winthrop Town Office. Board members asked questions of Linda Huff who was present at the meeting representing the Winthrop Maine Historical Society. *(Greg Zinser made a motion to approve the application; Jenn Tarr seconded the motion; The following Board members voted as follows: Jen Tarr, yes; Greg Zinser, yes; Shirley Browne, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; Adelaide Solomon-Jordan, yes. Voting was 7-0 in favor of approving the alternate repository application.)*

### **State Archivist Report**

Due to time constraints discussion on this report was tabled for the next meeting.

### **Report of Standing and Special Committees**

Due to time constraints discussion on this report was tabled for the next meeting.

### **Adjournment**

The group agreed to adjourn. Meeting adjourned at 4:33 pm

**The next meeting is scheduled for December 15, 2022 at 1:00 pm**