



Archives Advisory Board

Meeting Minutes

February 16, 2023

1:00pm – 2:30pm

Location: Zoom

Board Members Present: Eric Stout, Brenda Kielty, Greg Zinser, Paige Lilly, James Francis, Jennifer Tarr

Board Members Absent: Shirley Browne, Adelaide Solomon-Jordan, Shelly Crosby

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

Meeting called to order at 1:03 pm

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

James welcomed everyone to the meeting and did a roll call. Lisa Erickson-Harris was introduced as our newest member to the Archives. Lisa is Director of Digital Data Records and works for SOS-IT; her primary focus is the Maine State Archives helping to streamline digital records and data governance. Everyone on the Board introduced themselves to Lisa and specified what their representation was on the Board.

Approval of December 15, 2022 Meeting Minutes

The minutes were reviewed with a request by Paige Lilly to add information regarding the question she asked, and reply given by Felicia Kennedy on the status of the Local Government Schedules. This information was added to the minutes. *(Paige Lilly made a motion to approve the minutes with the addition of the Local Government schedule discussion; Greg Zinser seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes. Voting was 5-0 in favor of approving the minutes with the edit requested.)*

Consideration of Records Schedules

The following schedules were discussed:

a. Department of Public Safety (Computer Crimes Unit)

- Computer Crimes Unit Laboratory Case Files

Upon clarification from AAG Jon Bolton the Board agreed to approve this schedule. Paige Lilly made a motion to approve the new series to this schedule, Greg Zinser seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes. Voting was 5-0 in favor of approving the schedule upon clarification from AAG Jon Bolton. Jen Tarr was not present to vote on this schedule.

b. Office of Child & Family Services (**all series amendments*)

- Child Welfare Non-Adoption Case Files: (amend schedule 430)
- Child Protection Case Files: Transferred Prior to 1-1-2023
- Substitute Care Case Files: Transferred Prior to 1-1-2023
- Adoption Case Files: 3 years in agency, 100 years at Record Center, Destroy

Greg Zinser made a motion to approve the amendments to the schedules, Eric Stout seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes. Voting was 5-0 in favor of approving the amendments to the schedules. Jen Tarr was not present for voting on these schedules.

c. Maine Ethics Commission (**converting to all Digital records*)

- Independent Expenditure and Membership Communications Reports: 8 years in agency, Destroy
- Maine Gubernatorial Campaign Files: 20 years in agency, Destroy
- Maine Political Party Committees: 8 years in agency, Destroy
- Legislative Ethics Complaints: 2 years in agency, 30 years at Records Center, Destroy
- Case Files: 2 years in agency, 20 years at Records Center, Destroy

There was discussion regarding concern for digital/born digital records being kept for more than ten years in a digital format (in this case DocuWare). Felicia Kennedy clarified that the Records Center would not receive digital records. These records

would be kept by the agency until end of retention and if applicable transferred to the Archives. Felicia Kennedy will speak with Martha and find out if these consist of converting paper to digital and which would be the original record; also, is there paper and digital records (are they mixed). She will also check with Martha on the changing of schedule descriptions as they seem to be slightly different. There was much discussion regarding paper records converted to digital. Eric provided a link on the guidance to Federal Government agencies which was jointly issued by the Director of the Office of Management and Budget (under the Executive Office of the President) and the Acting Archivist of the United States. It requires all Federal agencies to manage both permanent and temporary records in an electronic format, where appropriate.

https://www.whitehouse.gov/wp-content/uploads/2022/12/M_23_07-M-Memo-Electronic-Records_final.pdf

After continued discussion James asked what Kate was looking for from the Board. Kate suggested going back to the Ethics Commission to get answers to questions relating to records that need to be around for a long time but will not be archival. Kate also suggested a sub-committee might be useful for further research and development of policy on this issue.

- Commission on Governmental Ethics Meeting Minutes (Schedule 1190, Series 46): 5 years in agency, Archives

Paige Lilly made a motion to approve this schedule only for the Maine Ethics Commission, she noted that the name of the schedule was also slightly different than the original schedule. Felicia said she would check with Martha on the correct naming for this schedule. Greg Zinser seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes; Jen Tarr, yes. Voting was 6-0 in favor of approving the amendment to this schedule only for the Maine Ethics Commission.

Deaccessions

Kate McBrien shared her screen to show the Deaccession Policy, approved by the Board, detailing the process for deaccession which is used by staff to determine deaccession.

- a. Coastal Warden Reports – 14 boxes for deaccessioning (many of the reports are not legible and some only contain five words, determined to have no historical value for research) Greg Zinser made a motion to accept the coastal warden reports for deaccession, Paige Lilly seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes; Jen Tarr, yes. Voting was 6-0 in favor of approving the deaccession.

b. Mountain View Youth Medical Records – Medical records are destroyed after seven years usually. Archives is not sure why this was made archival. The agency recommended making this no longer archival but keep for 15 years and destroy. The facility no longer exists and there wouldn't be any further records coming to the Archives. *Paige Lilly made a motion to accept the deaccession of the records from archival status to destroy. Greg Zinser seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes; Jen Tarr, yes. Voting was 6-0 in favor of approving the deaccession.*

c. Department of Transportation Right of Way Appraisals – Archives has already approved the retention schedules for the right of way records. This is for appraisals which do not need to be archival. The material is also recorded in the deed associated with the right of way and is archival. *Greg Zinser made a motion to accept the deaccession the appraisals. Jen Tarr seconded the motion. The following Board members voted as follows: Greg Zinser, yes; Brenda Kielty, yes; Eric Stout, yes; Paige Lilly, yes; James Francis, yes; Jen Tarr, yes. Voting was 6-0 in favor of approving the deaccession.*

State Archivist Report

- a. Right to Know Advisory Committee – presented their recommendations to the Judiciary Committee. They will determine if any recommendations for the Archives will come out of this. Kate mentioned that they wanted clarification of words like 'dispose' of records. Kate will keep the Board posted.
- b. LD 133 - Bill to Add Member of the Press to the Archives Advisory Board – They had their public hearing and work session. The bill will move forward to the House and Senate; it went out as a divided report. A slight change was recommended that the Local Historical Society seat description get clarification and add 'expertise in archival records' which fits more with the other position descriptions.
- c. Supplemental Budget – the budget was presented to the Appropriations Committee. It unanimously approved \$1.5 million for shelving on the 2nd floor of the Cultural Building and high-density shelving at the Wellness Center. Also included was a position reclass to a full-time processing archivist.
- d. Biannual Budget – asked for more positions, Kate will keep the Board posted on the progress.

Report of Standing and Special Committees

Local Government Schedule Revisions - Felicia sent a synopsis of the introduction and some of the schedule revisions. She didn't want to send everything at once. The Board was asked to review what was handed out for discussion at the next meeting.

Potential Agenda Items for Future Meetings

- Local Government Schedules Revision
- Microfiche – Is this necessary (statute requirements for Registry of Deeds)

Adjournment

The group agreed to adjourn. Meeting adjourned at 2:33 pm

The next meeting is scheduled for April 20, 2023 at 1:00 pm