



Archives Advisory Board

Meeting Minutes

September 9, 2021

1:00pm – 2:30pm

Location: Zoom

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

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

Public Members Present: Chris Parr, Judy Meyer, Peggy Reinsch

Meeting called to order at 1:03 pm by Kate McBrien.

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 Francis, Chair, welcomed everyone to the meeting, did a roll call and recognized a quorum. He then began addressing items on the agenda.

Approval of July 8, 2021 Meeting Minutes

Greg Zinser made a motion to approve the minutes, Adelaide Solomon-Jordan seconded that motion. Members present voted as follows: Eric Stout, yes; Greg Zinser, yes; Adelaide Solomon-Jordan, yes; Jennifer Tarr, yes; Brenda Kielty, yes; Paige Lilly, yes; James Francis, yes; Shelly Crosby and Shirley Browne were absent at the time of voting.

Consideration of Records Schedules

Felicia wasn't sure what the Board wanted to do with the General Schedules as far as how to review them and discuss. She asked for questions from the Board and then recommended that one of the schedules be discussed to allow the Board to understand the process. James recommended an explanation from Felicia as to what the process is and what the different types of schedules there are and how they are used. Felicia explained there are two different types of schedules. There are General Schedules which are used by all state agencies which contain minimum standards and of common records then there are state agency schedules which are specific or unique to agencies.

Kate shared her screen to show Board members the correspondence schedule (Schedule 13) from the General Schedules which is located on the Archives website. There are various types of correspondence which are broken down within the General Schedules. James asked if the two-year retention period was held by the folks receiving the correspondence. Kate clarified that the two-year retention would be required to be kept by the person sending the correspondence. Felicia commented that there are various instances that determine how long particular correspondence is kept. She mentioned that there is confusion currently as to these schedules; Archives is hoping to clarify the confusion.

Greg asked if a document existed to show what is being requested to change. He mentioned that would help Board members see the recommended changes. Greg stated that not seeing what the prior version stated made it difficult to determine what the changes were. Brenda and James agreed with Greg that a spreadsheet showing changes from prior version would be helpful. Eric said that he understood the Board's concern but noted that he understood Archives' approach to sending the schedules they way they did. Paige commented that she appreciated the information explaining the changes she received and asked what the Board is being expected to do with the information they received regarding the General Schedules. She asked if the Archives was in a position of needing approval or is the role on the agency level; she may have questions but more about the schedules and less about judgement. Shelly mentioned that as a clerk she uses the schedules daily. She asked what the timeline was for feedback. She mentioned she gets a lot of questions on schedules from staff and clerks. She has other clerks that would be willing to review the General Schedules if needed and there was a timeline defined. Kate explained that Archives is trying to get expert opinion and users on the ground to weigh in so that we get this correct and not drag the

process on for too long. Felicia mentioned that the state General Schedules are different than Local Government schedules. Some states combine them, but Maine has always kept them separate. Felicia mentioned that perhaps this is something Maine may want to combine them. James asked how Felicia wanted to proceed with review of the General Schedules. She was hoping to go through some of the schedules in the meeting and have time to comment during the meeting to make changes. Kate asked if anyone felt ready to go through a group of schedules during the meeting. Jen mentioned that she is ready to dive in, and get schedules approved as soon as possible. There were a lot of information that she felt her agency could get answers for within the General Schedules. Eric suggested sending the template out and put a column for comments for members to fill out as he did. He felt the Board would have more benefit to review item by item. He noted it took him three hours to go through all the schedules. Kate suggested resending the spreadsheet to the Board members with a comments column and ask them to go through the schedules prepared to comment at the next meeting. She asked the members to think about who else we should ask to comment on the schedules. Shelly suggested of using a Google sheet. This is used by clerks and it allows everyone to work off the same document. Clerks have found this format to be a good way of using a working document. Kate asked Brenda if a Google sheet (working document) was covered by FOAA. Brenda had spotty connectivity and didn't respond. Kate asked those on the Right to Know Committee for comment. Eric stated that if the presentation is discussed publicly using the spreadsheet used to determine comments it may satisfy the public meeting mandate. Judy Meyer felt that Eric's suggestion made sense. She suggested that the document be password protected so the information could not be changed. Greg commented that he would be more concerned about having discussions outside of a public meeting. He said he would be deferring to the state agencies as to their expertise on what they are recommending. He stated that being able to see where the changes are suggested he would be comfortable with those suggestions. He felt that the Board could dive into the comments at the next meeting if this process is used. He said he was less apt to follow a live document, so he doesn't have to keep looking at the document for changes, he felt it was more methodical to use a spreadsheet with explanations. James concurred with Greg's suggestion and liked the idea of a comment column as Eric suggested. Brenda asked what the expectation was for each member in relation to their stakeholder group. She asked what kind of review the Board is responsible for and what are their expectations. Kate stated that each member was appointed to the Board based on their expertise. Brenda's connection cut in and out, so her comment was not completed. Eric commented that he was glad Brenda brought up the point she did, she is supposed to be looking at this from the perspective of legal requirement across the board. His role is to look at this from the technical point of view. Brenda's connection was re-established and said that if she is responsible for representing legal interests across state government then she needs a document that identifies what the changes are and needs time to circulate that document within her office. She would like clarification on what is expected. She couldn't go through the whole document as Eric did, it was too difficult.

Brenda stated she is on the Board as the AG designee, so she needs to have her question clarified. Kate suggested Archives staff revise the spreadsheet, showing what has changed and what is new, adding comment columns. Board members will submit the information to their agency and see what input you receive. Kate asked if the Board would prefer to get a few schedules at once or get the whole document, with all schedules. Greg mentioned that he would then reach out to his agency and ask them to tackle a few schedules at a time and provide a deadline for responses. He felt if members were prepared at the next meeting, they could get these reviewed in a timely manner and not drag this process out. Felicia mentioned that it will be difficult to compare the old schedule with the new schedule as recommended by Greg because many schedules have been combined, they are either new or there are so many changes to the schedule that it will be difficult to compare side by side. Greg thanked Felicia for the information on how the schedules are updated and felt it was helpful. Brenda mentioned it would be most efficient for her to have the whole document, as Greg stated, so she can send it to people and alert them that certain schedules are coming up for discussion. Eric wanted to comment that state agency General Schedules are what has been sent out so far and there is a separate set of 21 Local Government schedules that will come later, but input is welcome on the state agency General Schedules.

Paige commented that she looked back at the description of the Board and the Board members are appointed as people having expertise in the areas of their experience. She didn't see a clear discussion of the members firmly representing the broad spectrum of individual actors in their fields. Her explanation is that they have been trusted as experts in their areas to understand what the needs are. She doesn't see herself going out to 250 historical societies and alternate record repositories, she can if that's where they are headed, but is that what is expected of Board members. Adelaide agreed with Paige and felt that there was something missing. She felt that before the Board can do anything, she felt there was a step missing before they could come together and do something with this topic. She didn't feel that they were ready to do what we need them to do without more information. Jen added that involvement of each member will depend on their role with the schedules. General Schedules involve her work and that Local Government schedules which do not for her but do for other agencies. She didn't want to repeat all the work that Felicia has done with the General Schedules but wanted to make sure that she is asking others in her agency if they have concerns, she can bring forward.

Felicia mentioned that she based information off what Archives already had. She talked to payroll, HR, personnel, OIT, reviewed federal schedules, she has spoken to other Records Officers, internal Archives staff. Felicia couldn't recall if she had shared the General Schedules with Sarah Forster, it has been a while. The new AAG for Archives is Jonathan Bolton, Brenda felt it would be appropriate to go through Jonathan for review with directions that are annotated on how to read the General Schedules. Brenda feels that input is important by impacted parties and would feel better if

agencies were directly contacted for input, like a rule change, and feels that perhaps going back two years when this started is recent enough. Kate asked if posting for comment, such as within rulemaking, would be a good approach. The Board would go through the General Schedules and prepare a final draft, including input from Jonathan Bolton. The Board can then decide if they want to put it out for comment. Brenda is approaching the work that Felicia has done as the expertise for Archives. She considers the work that Felicia has done is the best work, working document, to put forward. Any changes that come later should incorporate comment from agencies represented by the Board. She feels the document isn't a rough working draft, but a final draft as presented by the Archives. James agreed with Brenda that the group could simultaneously comment. James wanted to the group to be mindful of the time and the end of the meeting was due to wrap up at 2:30. Shelly wanted to add that after listening to comments from everyone. The Board is stumbling on procedure. She feels there needs to be an approach of how the schedule review will work and that the procedure will fall into place. Shelly feels the Boards' role, their responsibility and what the schedule process looks like. She feels all of this needs to be discussed and decided to set the tone before the review can take place. Kate re-capped Archives staff will update the spreadsheet with what's new and changed, we will send everything to the Board, to AAG Jonathan Bolton, Records Officers we have on file for the members' agencies, we will gather the information (with members will circulating with their agencies), we will bring information to the next meeting and go through each schedule one by one and discuss comments from each agency. The Board agreed this was a good approach. Kate mentioned that this Board has completely been restructured so how things were done in the past doesn't apply anymore. There wasn't time permitting to discuss other items on the agenda such as new schedules (b) and update on changes to schedule 971 (c), these items were tabled for another meeting.

State Archivist Report

- a) Update on records destruction request by Waldo County – Archives worked with Waldo County on their documents that got wet and grew mold. They got wet a few years ago. They sent a list of all the boxes that had been damaged, Felicia and Tiffany looked at the list and tried to narrow down the list of what should be kept based on their schedules. They were appreciative of our help.
- b) CLIR grant application – Archives has been invited to apply for a Hidden Collections grant. This would involve digitizing the Department of Indian Affairs collection held at the Archives and sharing this online. We will be doing project and for the first time this will be done using traditional knowledge labels. We will be able to work with many of the tribes to review this material and apply their knowledge and their interpretation of it so when we put these documents out we are sharing not only the state's perspective and but other perspectives as well. The application is due in November.

- c) Sharing previously confidential records – In the past archives has held confidential records such as AMHI and Pineland medical records. We have worked with our AAG Jonathan Bolton to apply our statute to these records and are beginning to share patient records from the 1840s making them available and online. They need to meet certain criteria before they are posted.
- d) Digital Preservation system plans – In our supplement budget process we asked for a digital preservation system. We have done well to take in paper records but we do not have a way to take in digital records. We are asking for funding on purchasing a digital preservation system. If this gets interest, perhaps members could write support letters to assist with obtaining this system. We will keep you informed of the progress.
- e) Local Government Schedules revision project – This item was already discussed previously in the meeting.

Report of Standing and Special Committees

James Francis reported that there wasn't any new information from the Standing Committee or the Special Committee.

Agenda Items for Future Meetings

James Francis indicated that the next agenda item would be to discuss the General Schedules. These are schedules that are used by all state agencies. They will be dispersed to Board members shortly after the meeting to allow members to have ample time to review them and comment before the next scheduled meeting in October.

Adjournment

A motion was made by Paige Lilly to adjourn. Adelaide Solomon-Jordan seconded the motion. All present were in favor.

Meeting adjourned at 2:29 pm