

Indiana State Historic Records Advisory Board

Minutes – June 12, 2006

Indiana State Records Center

- I. Call To Order
Meeting Called to Order at 10:00 a.m. by State Coordinator Jim Corridan
- II. Roll Call
Present: Phil Bantin, Tom Krasean, Steve McShane, Nancy Schuckman, Curt Witcher, Jim Corridan
Absent: Sammie Morris
- III. Approval of Agenda
Motion to adopt the agenda as presented. KRASEAN- WITCHER PASSES
- IV. Next Meeting Date
The next meeting was set for September 18, 2006 in Indianapolis beginning at 10:00 a.m. tentatively at the Indiana Historical Society.
- V. Approval of Minutes
The minutes of the March 20, 2006 minutes were discussed. No final action was taken pending revisions of the minutes to reflect motions, actions and discussions relevant to decisions made by the Board.
- VI. State Coordinator's Report
 - A. Jim Corridan distributed a letter from Max Evans, Executive Director of the NHPRC announcing the Indiana SHRAB had received a \$10,000 grant for administration of this year's SHRAB programs.
 - B. National Conference of SAA, NAGARA, and COSA attendance. Dr. Bantin and Jim Corridan both plan to attend the archive conference this August in Washington DC.
- VII. New Business
 - A. Review of Grant Applications.
No grants have been submitted to the Indiana SHRAB for consideration.
 - B. Archive Month
The Committee agreed October would be Archives Month in Indiana. It coincides with Family History Month. The theme for 2006 will be "Archives Awareness". We might be able to tie-in with the 70th anniversary of the National Archives.

The State Archives/SHRAB will:

- Coordinate a master events calendar for Archives Month - ICPR
- Seek a major speaker from the National Archives, perhaps to speak on the electronic archives program. – Jim Corridan
- Coordinate Press Releases - ICPR
- Develop a press packet for local partner use to market Archives Month and locally based activities. – Phil Bantin
- Across Indiana - three minute segment possibility through HIS – Tom Krasean

ICPR will contact Historical Societies and County Historians (with the aid of John Harrison of the IHS), Public Libraries, and academic institutions to solicit participation in Archives Month. Promotion will include the importance of Archives and how they relate to research, genealogy, disappearing history, and the value of archives.

C. Planning Retreat

The Board discussed having a planning retreat with a facilitator to develop priorities for Indiana's Historic Records community and specifically for the Indiana SHRAB. Phil Bantin agreed to check with Bradford Woods retreat site to check availability for dates in mid-August and to seek a possible facilitator. If nothing is available, Jim Corridan will locate an Indianapolis facility.

D. SHRAB Intern

Indiana received grant funding to help support a summer intern dedicated to the SHRAB. If members are aware of qualified candidates, Jim Corridan asked that they submit applications by June 23 for the SHRAB internship through the Indiana State personnel website, www.in.gov/jobs. The intern will identify Indiana based records repositories and distribute an e-mail/webform survey soliciting information. The survey will seek:

- Institution name and contact information
- What is collected
- Total annual budget
- Facilities
- Environment
- Number of Staff and volunteers
- Accessibility and to whom
- Indexing, Cataloguing, finding aids used

Initial contact information may be available through Society of Indiana Archivists President and SHRAB member Sammie Morris. John Harrison from Indiana Historical Society has listings of Historical Societies and County Historians. Once the surveys are distributed, Steve McShane offered to follow-up with religious entities, Phil Bantin would follow-up with academic institutions, Curt Witcher would work with libraries, Tom

Krasean would work with historical societies and county historians, and Jim Corridan would work with government entities. Jim will also check to see if the Indiana Office of Faith Based Initiatives has a listing of all Indiana religious institutions.

E. SHRAB Awards

The Board agreed an awards program recognizing institutions, professionals, or volunteers in the archives community would provide recognition to both the SHRAB and historic records field. Steve McShane discussed MACs (Midwest Archives Conference) awards program and spoke of the President's award. Jim Corridan suggested Indiana name its award the Governor's Award and suggested it might be presented at Statehood Day as part of the annual ceremony.

VIII. Adjournment

The board adjourned at 1:00 p.m. after a break for lunch and tour of the Indiana Records Center and State Archives.