

**State Historical Records Advisory Board (SHRAB) Meeting
Regular Meeting Minutes
March 26, 2015
R.A. Gray Building, Tallahassee, Florida**

Members in Attendance

Gerard Clark, Board Coordinator
Bonnie Brinson
Elaine Coats
Kathy Fleming
Jennifer Koslow
Martha Martin
Richard Roberts

Absent – Jim Berberich, Chair

Others in Attendance

Amy L. Johnson, DLIS
Dolly Frank, DLIS
Jessica Coker, DLIS

Call to Order and Roll Call

In Chairman Jim Berberich's absence, Gerard Clark called to order the meeting of the State Historical Records Advisory Board at 2:00 p.m., in Tallahassee. Introductions were made, and a quorum was present.

Adoption of Agenda

Gerard Clark called for a motion to approve the meeting agenda. Martha Martin made the motion, and members voted unanimously to approve the agenda.

Approval of Minutes of the October 6, 2014 Meeting

Gerard Clark called for a motion to approve the October 6, 2014 minutes. Martha Martin made the motion, and members voted unanimously to approve the minutes.

Statewide Digitization Plan Update Provided by Dolly Frank

The Bureau of Library Development hired Liz Bishoff and Tom Claerson to help create a Digital Action Plan for Florida that would include guidelines and standards for content creation, metadata, digitization and digital preservation as well as a plan for helping cultural heritage organizations around the state digitize their collections and make them available online.

They created a steering committee made up of librarians, archivists, museum curators, digitization and metadata specialists, representatives of the Florida Virtual Campus and the multi-type library consortiums. The steering committee conducted surveys of cultural heritage organizations around the state and followed up with focus groups to direct the plan.

The Digital Action Plan Steering Committee met in Tallahassee January 13-14, 2015. After realizing that the partnerships and the activities of the group were bigger than just an action plan, the committee changed the name for the Statewide Digital Action Plan to the Statewide Digital Initiative. The steering committee will continue on as part of the Initiative past the publication of the action plan; some of the activities in the action plan are defining the role of the steering committee as an ongoing entity.

The steering committee also created the first draft of the Digital Action Plan at the January 13-14 meeting. Once the Division received the first draft, Katrina Harkness and Dolly Frank reviewed it and made changes, and they sent a second draft back to Liz Bishoff and Tom Claeson.

The steering committee had an online meeting on March 4, 2015 to review the second draft. The steering committee suggested creating both a long and a short version of the document so that the public can easily understand it. The longer, more complex document is still under construction, but the shorter document is currently ready for review.

The Statewide Digital Initiative has been put into the Florida Electronic Library grant application for the coming year.

The Division is in the process of updating the Statewide Digital Action Plan webpage. It should be launched by the end of June.

Dolly Frank is currently working with a team to create an operational model for a multi-institution Digital Public Library of America (DPLA) service hub for Florida. Currently, the team is contacting other service hubs to see how they put together their hub so they can gain insight on what has worked in other states.

Division Update Provided by Amy Johnson

Amy Johnson was recently appointed division director of DLIS, replacing Judi Ring. She has been part of the Division for 14 years in the Bureau of Library Development.

She reported that the legislative session is in, and she is reviewing budgets and bills that relate to the Division.

Other Division News Provided by Gerard Clark

It was recommended that the Department incorporate all general records schedules into Rule 1B-24, F.A.C. (Records Retention Scheduling and Disposition). General records schedules establish minimum retention requirements for record series common to all agencies or specified types of agencies.

For the past six months, the Division has been going through the rulemaking process, incorporating all general records schedules into rule. Individual agency schedules have not been included. Incorporating these schedules into rule gives them some effect of law.

This will change the way general records schedules are updated. Before, the Division would form a task force with the agencies. Now, additionally, the Division will go through the rulemaking process every time it updates a general records schedule (which won't cause much more work for the Division). The Division will probably update multiple records schedules at once, then incorporate them.

A number of workshops were held in the state, but these were more concerned with still having some input into the general records schedule revisions than the general records schedules being incorporated.

In 2014, HB 7005 required DOS to work with the Florida Department of Law Enforcement to establish a maximum retention period (rather than the usual minimum) for automated license plate recognition systems. Judi Ring, Gerard and staff worked with FDLE to come up with a retention period of three anniversary years unless required to be retained by another record series. The Division was able to include the license recognition schedule in GS 2.

This year, the Bureau of Archives and Records Management is monitoring legislation regarding law enforcement body cameras and retention on recordings.

New Archives Accessions:

- From Department of Environmental Protection: 163 cubic feet of Cross Florida Barge Canal records, dating as far back as 1933, including records of the development of the canal, land records, legal records and greenway plans
- Environmental history records, which are significant to Amendment 1 of 2014: Records from the Florida Environmental Regulation Commission, Restoration Council minutes and records from the State Mineral Council
- Due family papers: The personal papers of civil rights worker Patricia Stephens Due and her husband John Due, including letters from inside the Leon County jail
- Film of Paradise Park, a segregated African American resort near Silver Springs, that we sent for conservation and is now on *Florida Memory*

New items on *Florida Memory*:

- Fernandina Death Records of Bosque Bello Cemetery: 1896-1960 (through a collaborative effort with the local historical society to digitize records and create an index)
- Voter lists for the election of 1868, the first election in which African-Americans were allowed to vote
- 1845 election returns
- 1855 census returns from Marion County
- Leon County census of 1825
- Jefferson County Freedman contracts

An online shopping cart was recently added to the Florida photographic collection on *Florida Memory*, resulting in a large increase in orders.

According to a recent survey on *Florida Memory*, the most used collection is the Confederate pension files.

Jennifer Koslow asked about the possibility of contacting civil rights worker Henry Steele regarding his personal papers.

Reference has been very busy for requests for records on Jeb Bush's administration in Florida.

Next Meeting

Per Gerard Clark, the board did not apply for a NHPRC grant for next year. It will wait to schedule the next meeting until the next big update on the Statewide Digitization Plan – maybe mid to late summer.

Other Business

Regarding the grant reviews for Barry University, Gerard Clark said the summary is completed, with an average score of 89.3 out of 100. It was given high priority based on the board's recommendations, and the board also addressed concerns about the grant. The board is still waiting to hear from NHPRC.

The board also may be getting another grant application to review.

Jennifer Koslow asked if the construction is impacting the archives. Gerard Clark said there is no noticeable traffic decrease, even with garage construction.

Richard Roberts asked for an update on the status of two earlier grants. Gerard Clark said there is no update currently.

Gerard Clark asked board members to send their updated contact information.

Public Comment

Gerard Clark said no public comments were received.

Adjournment

Gerard Clark thanked the board members for attending, and he asked if there was a motion to adjourn. A motion was made by Richard Roberts and seconded by Martha Martin. The motion passed unanimously. The meeting adjourned at 2:55 p.m.