

State Historical Records Advisory Board

Nevada Revised Statutes: NRS 378A.010 through 378A.100

Advisory Board members (NRS 378A.030 and 378A.040): The Advisory Board consists of 10 members:

- The State Library and Archives Administrator, who will serve as Secretary to the Board;
- Nine members appointed by the Governor:
 - The person in charge of the archives and records of the Division of State Library and Archives of the Department of Administration;
 - A person in charge of a state-funded historical agency; and
 - Seven others who represent various public and private archive and research institutions and organizations in Nevada.

Powers and duties of the Advisory Board (NRS 378A.030 and 378A.060): The Advisory Board:

- Is responsible to the Governor and may make recommendations to the Legislature;
- Shall examine and assess archives and public records programs, facilities, staffs, and auxiliary personnel;
- Shall evaluate applications from public and private entities for grants from the Account for Historical Records to improve the preservation of historical records and make recommendations for approval of such applications; and
- Shall publish materials pertaining to its work, as appropriate.

Operations of the Advisory Board (NRS 378A.050, 378A.080, and 378A.090):

- The Board shall meet at least three times per year.
- Members who are not State employees receive a salary of \$80 per meeting day.
- The Account for Historical Records is administered by the State Library and Archives Administrator.
- The Board may accept gifts and other funds to carry out its responsibilities.
- The Board shall file copies of all of its reports, documents, and publications with the State Library and Archives.

Background

Legislation: Senate Bill 354 (Chapter 393, *Statutes of Nevada 1989*) was sponsored by Senator Nick Horn.

Legislative history: The legislative history of S.B. 354 has not been compiled.

According to exhibits and testimony on S.B. 354, in 1974, the U.S. Congress created the Records Program of the National Historical Publications and Records Commission within

the National Archives and Records Administration. The Commission provided grants to state and local governments, historical societies, archives, libraries, and associations for the preservation of historical records and for archival training. To be eligible for funding, states were required to appoint state historical records advisory boards.

In 1976, Nevada's State Historical Records Advisory Board was created and attached to the Nevada Advisory Council on Libraries. It was granted independent status in 1986.

In 1989, the NRS was amended to establish the Advisory Board in statute. Supporters emphasized the provisions relating to permission to accept gifts and grants so that funds can be channeled to local entities. Testimony was provided on the difficulties facing local governments to preserve records.

Members: See attachment to the review form.

Reports to the Legislature: Previously, NRS 378A.060 required a biennial report to be submitted to the Governor and the Legislative Commission. This requirement was repealed by S.B. 405, Sec. 21, 2013 (Ch. 337, *Statutes of Nevada 2013*).

Records:

- Research Library holdings:
 - *Preserving Nevada's Documentary Heritage: A Report to the Governor, Legislators, and Citizens of Nevada*, Nevada State Historical Records Advisory Board (1985)
 - *Nevada State Historical Records Advisory Board, Nevada State Library and Archives* (undated)
 - *Management and Preservation of Nevada's Electronic Public Records: Report to the Nevada State Historical Advisory Board*, Nevada State Library and Archives (1990 and 1994)
- State Archives holdings: selected minutes of Board meetings
- State Library holdings: see attached listing

Current contact: Jeff Kintop, Chair and State Historical Records Coordinator

Website: nsla@nv.gov.



1990

1. Nevada State Historical Records Advisory Board.

by Nevada State Historical Records Advisory Board.

ublisher, Date: Carson City, NV : The Board, 1990?

escription: 1 sheet ; 28 x 22 cm. down to 14 x 22 cm.

stem Availability: 2 (of 2)



1990

2. Report to The Nevada State Historical Records Advisory Board
on the conditions of the State Archives

by Nevada State Library and Archives.

ublisher, Date: [Carson City, NV] : The Library, 1990.

escription: 1 v. (various pagings) ; 28 cm.

stem Availability: 2 (of 2)



1987

3. Annual report.

by Nevada State Historical Records Advisory Board.

ublisher, Date: [s. l.] : The Board, 1987-

escription: v. ; 28 cm.

stem Availability: 2 (of 2)



1985

4. Preserving Nevada's documentary heritage : a report to the governor, legislators and citizens of Nevada, 1985 : state records assessment and reporting project

by Nevada State Historical Records Advisory Board.

ublisher, Date: [Carson City, Nev.] : Nevada State Historical Records Advisory Board, [1985]

escription: 68 p. ; 28 cm.

stem Availability: 3 (of 3)



1997

5. Preserving Nevada's documentary heritage, 1997-2005: a strategic plan

by Nevada State Historical Records Advisory Board.

ublisher, Date: Carson City, Nev. : Nevada State Historical Records Advisory Board, 1997.

Web Site: Connect to stored version.  - Web Link

escription: [6], 36 p. ; 28 cm.

stem Availability: 4 (of 4)

Call Number: 29-M98LA/9:P92-1997



1990

6. Management and preservation of Nevada's electronic public records : a report to the Nevada State Historical Records Advisory Board

by Hedstrom, Margaret, 1953-

Publisher, Date: [Carson City, NV] : Nevada State Library and Archives, 1990.

Description: 1 v. (various pagings) ; 28 cm.

System Availability: 4 (of 4)



1994

7. Management and preservation of Nevada's electronic public records : a report to the Nevada State Historical Records Advisory Board

by Hedstrom, Margaret, 1953-

Publisher, Date: Carson City, Nev. : Nevada State Library and Archives, 1994.

Description: xix, 28, [15] p. ; 28 cm.

System Availability: 1 (of 1)



2007

8. Preserving Nevada's documentary heritage : a strategic plan,
2007-2011

Publisher, Date: Carson City, NV : State Historical Records Advisory Board, 2007.

Web Site: Connect to stored version.  - Web Link

Description: [iv], 30 p. : ill. ; 22 cm.

System Availability: 3 (of 3)

Call Number: 29-C91L/9:P92

CHAPTER 378A - STATE HISTORICAL RECORDS ADVISORY BOARD

NRS 378A.010	Policy of this State; purpose of chapter.
NRS 378A.020	"Board" defined.
NRS 378A.030	Creation; membership; Secretary; recommendations to Legislature.
NRS 378A.040	Qualifications, appointment and terms of members.
NRS 378A.050	Meetings; salaries of members.
NRS 378A.060	Duties.
NRS 378A.070	Account for Historical Records: Creation; use; deposits; payment of claims.
NRS 378A.080	Acceptance of gifts and grants of money.
NRS 378A.090	Filing of documents with State Library and Archives.
NRS 378A.100	Maintenance of records.

CROSS REFERENCES

Base budgets, fundamental review, NRS 218E.435-218E.450
Gifts or grants, authority to accept, NRS 353.335-353.339
Meetings, NRS ch. 241
Residency requirements, NRS 232A.020
Vacancies, NRS 232A.020

NRS 378A.010 Policy of this State; purpose of chapter. It is the policy of this State to foster and further the establishment and proper maintenance of superior archives and public records programs throughout the State including facilities, professional staffs and auxiliary personnel to support such programs. The purpose of this chapter is to provide the means for the overview and study of existing programs, facilities, resources and services and for the accumulation of recommendations to strengthen and expand these components.

(Added to NRS by 1989, 836)

NRS 378A.020 "Board" defined. As used in this chapter, "Board" means the State Historical Records Advisory Board.

(Added to NRS by 1989, 836)

NRS 378A.030 Creation; membership; Secretary; recommendations to Legislature. The State Historical Records Advisory Board, consisting of the State Library and Archives Administrator and nine members appointed by the Governor, is hereby created. The State Library and Archives Administrator shall serve as a nonvoting member of the Board and Secretary to the Board. The Board is responsible to the Governor and may make recommendations to the Legislature.

(Added to NRS by 1989, 836; A 1997, 3146)

NRS 378A.040 Qualifications, appointment and terms of members.

1. The Governor shall appoint to the Board:

(a) The person who is in charge of the archives and records of the Division of State Library and Archives of the Department of Administration. This person is the State Historical Records Coordinator for the purposes of 36 C.F.R. § 1206.42 and shall serve as Chair of the Board.

(b) A person in charge of a state-funded historical agency who has responsibilities related to archives or records, or to both archives and records.

(c) Seven other members, at least three of whom must have experience in the administration of historical records or archives. These members must represent as broadly as possible the various public and private archive and research institutions and organizations in the State.

2. After the initial terms, the Chair serves for 4 years and each other appointed member serves for 3 years. Members of the Board may be reappointed.

(Added to NRS by 1989, 836; A 1993, 1581; 2001, 925; 2011, 2976)

NRS CROSS REFERENCES.

Residency requirements, vacancies, NRS 232A.020

NRS 378A.050 Meetings; salaries of members.

1. The Board shall meet regularly at least three times a year and, within the limits of legislative appropriations, may hold additional meetings upon the call of the Chair.

2. Each member of the Board who is not an employee of the State is entitled to receive a salary of \$80 for each day's attendance at a meeting of the Board.

3. Payments of salaries must be made upon itemized and verified claims approved by the State Library and Archives Administrator from money appropriated to the State Library and Archives.

(Added to NRS by 1989, 837; A 1997, 3146)

NRS 378A.060 Duties. The Board shall:

1. Examine and assess archives and public records programs and the facilities, professional staffs and auxiliary personnel that support such programs.

2. Review and evaluate applications made by political subdivisions and private organizations for grants from the Account for Historical Records to improve the preservation of historical records.

3. Make recommendations to the State Library and Archives Administrator for approval of applications for grants from the Account for Historical Records.

4. Publish any material pertaining to its work as it deems appropriate.

(Added to NRS by 1989, 836; A 1997, 3146; 2013, 1622)

NRS 378A.070 Account for Historical Records: Creation; use; deposits; payment of claims.

1. The Account for Historical Records is hereby created in the State General Fund to be administered by the State Library and Archives Administrator. Money in the Account may be expended only for grants to promote and preserve historical recordkeeping and for carrying out the provisions of this chapter.

2. All money received by the Board from any source must be deposited in the State Treasury to the credit of the Account.

3. All claims against the Account must be paid as other claims against the State are paid.

(Added to NRS by 1989, 837; A 1997, 3146)

NRS 378A.080 Acceptance of gifts and grants of money. The Board may accept gifts and grants of money for

the purpose of carrying out its responsibilities pursuant to this chapter.

(Added to NRS by 1989, 837)

NRS CROSS REFERENCES.

Procedure for acceptance, NRS 353.335-353.339

NRS 378A.090 Filing of documents with State Library and Archives. The Board shall promptly file copies of any and all of its reports, studies, documents and publications, regardless of form of issue, with the State Library and Archives.

(Added to NRS by 1989, 837)

NRS 378A.100 Maintenance of records. The State Library and Archives Administrator shall maintain the records of the Board at the State Library and Archives.

(Added to NRS by 1989, 837; A 1997, 3147)



**Information Concerning Board or Commission
Subject to Review by the
Sunset Subcommittee of the Legislative Commission**

as required by Nevada Revised Statutes 232B.230



Board or commission name:

Nevada State Historical Records Advisory Board

**Members' names with
expiration date of term, and
indicate the number of
vacancies:**

Jeffrey M. Kintop, 6/30/2014
Shayne del Cohen, 6/30/2014
Peter Michel, 6/30/2014
Diana Alba, 6/30/2016
Anthea Humphreys, 6/30/2015

Physical address:

100 N. Stewart Street
Carson City, NV 89701-4285

Mailing address:

100 N. Stewart Street
Carson City, NV 89701-4285

Web site address (if any):

http://nsla.nevadaculture.org/index.php?option=com_content&view=article&id=588&Itemid=515Agency

**Web site developer (if not DoIT,
please indicate if DoIT approved
the web site):**

**Executive director's name and
contact information:**

Jeffrey M. Kintop, Chair and State Historical Records Coordinator
Nevada State Library and Archives
100 N. Stewart Street
Carson City, NV 89701-4285
775-684-3410

**Staff members' names including
titles and status as full-time or
part-time (attach additional pages
as necessary):**

Daphne DeLeon, Board Secretary
Administrator State Library and Archives
Cynthia Laframboise, State Archives Manager

Days and hours of operation:

Monday through Friday, 8 am - 5 pm.

Created by what authority:

NRS 378A

**Authority to adopt regulations
(NRS) and citation to
regulations (NAC), if applicable:**

NA

Information Concerning Board or Commission Subject to Review by the Sunset Subcommittee of the Legislative Commission

List by LCB File No. and date of adoption the five regulations most recently adopted by the board or commission, with any applicable deadline for the adoption of any such regulation:

NA

List any required regulations that have not been adopted, with any applicable deadline for the adoption of any such regulation. Please identify each such regulation by LCB File No., if available, or by reference to the provision of NRS or Statutes of Nevada requiring adoption of the regulation:

NA

Governing structure of the board or commission pursuant to statute:

NRS 378A.030 Creation; membership; secretary; recommendations to legislature. The state historical records advisory board, consisting of the state library and archives administrator and nine members appointed by the governor, is hereby created. The state library and archives administrator shall serve as a nonvoting member of the board and secretary to the board. The board is responsible to the governor and may make recommendations to the legislature.

Duties of the board or commission:

NRS 378A.060 Duties. The board shall:

1. Examine and assess archives and public records programs and the facilities, professional staffs and auxiliary personnel that support such programs.
2. Prepare a report to be submitted on or before January 1 of each oddnumbered year to the governor and the legislative commission.
3. Review and evaluate applications made by political subdivisions and private organizations for grants from the account for historical records to improve the preservation of historical records.

Statement of the objectives and programs of the board or commission:

The highlights of the goals for the next five years include:

- ☒ Raising awareness of the general public of the importance of preserving Nevada's Documentary Heritage through marketing strategies and targeted publicity programs.
- ☒ Preserving electronic the digital records that are rapidly replacing paper records.
- ☒ Providing Education and Training for professionals who keep and preserve records.
- ☒ Getting funding to help archives and records programs in the state.
- ☒ Creating partnerships with organizations that promote preservation of cultural heritage and resources to accomplish the goals of this strategic plan.

Objectives include:

Objectives

**Information Concerning Board or Commission
Subject to Review by the
Sunset Subcommittee of the Legislative Commission**

Itemized list of services offered by the board or commission:

1. Assistance in developing grant proposals to NHPRC for institutions with archival collections.
2. Board members have done consultations with historical records repositories.
3. when federal grant funding is available Board provides training for institutions with archival collections

Dates of the immediately preceding six meetings:

October 15, 2013; June 19, 2013; September 13, 2012; June 12, 2012; March 1, 2012; March 24, 2011

Statutory tax exemptions, abatements, or money set aside for the board or commission:

Salaries for board members for meeting attendance is set at \$80 per day for two members. BA 1052, Cat. 01. Meeting costs and other project activities funded by a State and National Archival Partnership grant #NAR13-RC-10197-13 from the National Historical Publications and Records Commission. Grant is expended in BA 1052, Cat. 20. Gifts and grants are authorized by NRS 378A.080 Acceptance of gifts and grants of money. The board may accept gifts and grants of money for the purpose of carrying out its responsibilities pursuant to this chapter. (Added to NRS by 1989, 837).

Description of the manner in which the board or commission is funded, including all funding sources:

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Please identify any forms required by the board or commission to be used by members of the public which are not available for downloading from the web site of the board or commission:

NA

**Information Concerning Board or Commission
Subject to Review by the
Sunset Subcommittee of the Legislative Commission**

Does the board or commission have any recommendations for consolidation with another board or commission? If so, which one(s) could be revised to include the charge to the board or commission that is the subject of this review?

None

Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? Please explain the response with any information the board or commission believes is relevant:

Yes. SHRAB has produced surveys and recommendations:

Preserving Nevada's Documentary Heritage: A Report to the Governor, Legislators and Citizens of Nevada, with John R. Summerville. Carson City: Nevada State Historical Records Advisory Board, 1985.

Preserving our Cultural Heritage for the New Millennium, A video production of Sierra Nevada Community Access Television, 2000. A video documentary on different Nevada archives.

A Report to the Nevada State Historical Records Advisory Board on the Conditions of the State Archives. Carson City: Nevada State Library and Archives, 1990.

Preserving Nevada's Documentary Heritage: A Strategic Plan, 2007-2011. Carson City, Nevada: Nevada State Library and Archives, 2007.

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Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs:

None

If additional space is necessary, please attach additional pages and refer to the attachments on the form.

Please include with this form:

1. The operating budget of the board or commission.
2. A statement setting forth the income and expenses of the board or commission for at least 3 years immediately preceding the date on which the board or commission submits this form, including the balances of any fund or account maintained by or on behalf of the board or commission.
3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years.
4. Any reports required to be filed with the Legislative or Executive Branch over the past 3 years. Please indicate if any reports were filed late or have not been filed.
5. Copies of the minutes of the immediately preceding six meetings of the board or commission.
6. A copy of the organizational chart showing the governing structure of the board or commission and its staff.
7. A copy of the most recent strategic plan of the board or commission.

Please submit this form electronically to: cstonefield@lcb.state.nv.us. Submit additional documents electronically in a .pdf format.

If the file is too large for emailing, please submit hard copies to:

Carol Stonefield
Research Division
Legislative Counsel Bureau
401 South Carson Street
Carson City, NV 89701

State Historical Records Advisory Board (attachment to the Review Form)

Page 1, Members' names with expiration date of term, and indicate the number of vacancies:

Jeffrey M. Kintop, 6/30/2014
Shayne del Cohen, 6/30/2014
Peter Michel, 6/30/2014
Diana Alba, 6/30/2016
Anthea Humphreys, 6/30/2015
Sara Franz, 6/30/2016
Jacquelyn Sundstrand, 6/30/2014
Dennis McBride, 6/30/2016
No vacancies

Page 1, Web site address:

http://nsla.nevadaculture.org/index.php?option=com_content&view=article&id=588&Itemid=515 Agency web site is down. We are moving it to the EKTRON platform.

Page 1, Executive director's name and contact information:

Jeffrey M. Kintop, Chair and State Historical Records Coordinator
Nevada State Library and Archives
100 N. Stewart Street
Carson City, NV 89701-4285
775-684-3410
jkintop@admin.nv.gov

Page 2, Governing structure of the board or commission pursuant to statute:

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(Added to NRS by 1989, 836; A 1997, 3146)

NRS 378A.040 Qualifications, appointment and terms of members.

1. The governor shall appoint to the board:

(a) The person who is in charge of the archives and records of the division of state library and archives of the department of cultural affairs. This person is the state historical records coordinator for the purposes of 36 C.F.R. § 1206.36 and shall serve as chairman of the board.

(b) A person in charge of a state-funded historical agency who has responsibilities related to archives or records, or to both archives and records.

(c) Seven other members, at least three of whom must have experience in the administration of historical records or archives. These members must represent as broadly as possible the various public and private archive and research institutions and organizations in the state.

2. After the initial terms, the chairman serves for 4 years and each other appointed member serves for 3 years. Members of the board may be reappointed.

(Added to NRS by 1989, 836; A 1993, 1581; 2001, 925)

Page 2, Duties of the board or commission:

NRS 378A.060 Duties. The board shall:

1. Examine and assess archives and public records programs and the facilities, professional staffs and auxiliary personnel that support such programs.

2. Prepare a report to be submitted on or before January 1 of each oddnumbered year to the governor and the legislative commission.

3. Review and evaluate applications made by political subdivisions and private organizations for grants from the account for historical records to improve the preservation of historical records.

4. Make recommendations to the state library and archives administrator for approval of applications for grants from the account for historical records.

5. Publish any material pertaining to its work as it deems appropriate.

Page 3, Statutory tax exemptions, abatements, or money set aside for the board or commission:

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Historical Publications and Records Commission. Grant is expended in BA 1052, Cat. 20. Gifts and grants are authorized by NRS 378A.080 Acceptance of gifts and grants of money. The board may accept gifts and grants of money for the purpose of carrying out its responsibilities pursuant to this chapter. (Added to NRS by 1989, 837).

Page 4, Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? Please explain the response with any information the board or commission believes is relevant:

Yes. SHRAB has produced surveys and recommendations:

Preserving Nevada's Documentary Heritage: A Report to the Governor, Legislators and Citizens of Nevada, with John R. Summerville. Carson City: Nevada State Historical Records Advisory Board, 1985.

Preserving our Cultural Heritage for the New Millennium, A video production of Sierra Nevada Community Access Television, 2000. A video documentary on different Nevada archives.

A Report to the Nevada State Historical Records Advisory Board on the Conditions of the State Archives. Carson City: Nevada State Library and Archives, 1990.

Preserving Nevada's Documentary Heritage: A Strategic Plan, 2007-2011. Carson City, Nevada: Nevada State Library and Archives, 2007.

Nevada's Cultural Resources Survey and Report 2013.

SHRAB has awarded grants from NHPRC funds in 1989-91, 1998-99 and 2012, for projects in local government records, training in electronic records management for state and local records managers, archival projects for local museums and historical societies and digital projects.

TAB A

**Nevada State Historical Records Advisory Board Meeting
Enterprise Library
25 East Shelbourne Avenue
Las Vegas, NV 89123-2139
Thursday, March 24, 2011**

Meeting called to order at 10:25am.

1) Information Item: Welcome and Introductions:

Members Present:

Jeff Kintop, Nevada State Library and Archives
Anthea Humphreys, Sparks Heritage Museum
Sabrina Mercadante, City of Henderson
Shayne Del Cohen, Tribal Governments Consultant
Peter Michel, UNLV Special Collections
Daphne DeLeon, Nevada State Library and Archives

Members Absent:

Anne-Louise Bennett, TMCC Faculty Emeritus
Jacque Sundstrand, UNR Special Collections
Diana Alba, Clark County

Late Arrivals:

David Millman, Nevada State Museum Las Vegas

2) Action Item: Approval of November 17-18, 2010 Meeting Minutes:

A typographical error was found on item number twelve of the November 18th meeting: "Las City" should be "Lost City" Museum. The wording of another question indicated that the preservation plan for Nevada's collections included "Art museums, zoos, as well as Library and Archives," but sounded as though other types of museums were excluded. A motion was made by Mr. Michel to adopt the minutes as amended, the motion was seconded, and the amended minutes were approved by acclamation.

3) Legislative Review – Informational Items:

- a) Review of AB10 and AB195: AB10 revises an old statute requiring that records be microfilmed or stored in an information management system before destruction and that the Administrator of the State Library and Archives would develop regulations for proper maintenance of such records. Some agencies have seen this change as means to no longer require the microfilming of documents, but no storage plans have been made so regulations would help sort out any problems. Only one fiscal note was received, from the Dental Examiners, indicating that the cost of imaging records each year would be \$35,000. A work session on AB10 is being held on March 25, 2011.

Mr. Millman joined the meeting.

AB195 requires the courts to do three things: 1) follow records retention schedules approved by their administrative offices; 2) allows courts to preserve records on either microfilm or as electronic files; and 3) declare that Supreme and District Court records be considered state records so they may be stored in the State Records Center and be transferred to the State Archives. Transfer of records would be accomplished by either an order of the District or Supreme Court, through the finding by of historic value of the records by the Administrator of the State Library & Archives, or through some other type of negotiated agreement. The State Library and Archives cannot at present afford to take on these files, but no fiscal impact has been mentioned by the Court system. The bill has stalled in committee due to the need for amendments due to the fact that the original bill referenced records of the Justice Courts that need not be included. A survey should be done to determine whether a filing fee could be

added to court records to pay for this service. Also, it's not known what the records the county courts might want to archive. Retention schedules were developed for court records allow for the destruction of such items as receipts and justice court cases that had previously been saved. District and Supreme Court records are, by law, permanent records. The point of AB195 was proposed to make court records more accessible, but passing this legislation may take several sessions.

AB159, section five, would require that any body subject to open meeting law post their minutes or the meeting recording online within thirty days after the meeting is held and that they must provide copies of either the recording or the minutes free of charge to anyone who requests them. Section seven of AB159 states that county clerks will reduce their copy charges from a dollar a page to ten cents per page and either prohibit or eliminate record search fees charged by the office of the county clerk. This bill was just introduced and has not yet been heard in committee.

AB15 passed and has been signed by the Governor, eliminating the Statistical Abstract and the Biennial Reports (Nevada Perspectives). The information that was previously provided in the Biennial Reports will be included the performance of government budget making the historical information more difficult to find.

b) Budget impact on repositories:

- i. Nevada State Library and Archives Merger: NSLA will become a Division of the Department of Administration which handles business for state agencies through the Public Works Board, Buildings & Grounds, central accounting, risk management, motor pool, etc. The Department of Information Technology and the Department of Personnel will also become Divisions of Administration. The department heads will become division heads in order to reduce overhead costs and the office of the Department of Cultural Affairs has been eliminated. This is a positive move for NSLA since, for the first time since 1993, they will be on an equal footing with Information Technology and will be able to work toward the preservation of digital state agency records. NSLA made the internal recommendation to close Micrographics Imaging and Preservation (now renamed Imaging & Preservation Services or IPS) because the program is not earning enough to stay afloat, but some state agencies have come out against the idea due to the regulation that sensitive state electronic records be encrypted before being sent to an outside vender and none of them could afford the software they would need for that purpose. A few of the larger state agencies now have their own scanning and microfilm systems so they no longer use IPS which complicates the process so the budget office is examining potential new funding models like a cost allocation process.
- ii. Divisions of Museums and History Merger: The move to the Museum at the Springs Preserve is not in the Governor's proposed budget so the Las Vegas Valley Water District, the State Budget Office and representatives of the Governor's Office are meeting to try to figure out an appropriate funding solution so the new facility can open. Legislators have questioned what will become of Lorenzi Park; at this point, the building may be given back to the City of Las Vegas. The museums are being transferred to the Commission on Tourism and will have a new funding mechanism. Liability and donor issues have been discussed regarding the safety and status of collections after the potential closure of any museum in the state and both the budget and Governor's offices are aware of these issues.
- iii. University of Nevada – Las Vegas, Special Collections: Each campus within the Nevada System of Higher Education (NSHE) is preparing a plan to meet the Governor's proposed budget cuts based upon program review processes unique to their campus. The public has been informed about the potential ramifications to students. The University of Nevada, Las Vegas (UNLV) is looking at smaller cuts than those required by the Governor's budget; the proposed UNLV budget is at the sixty percent level in order to allow for some flexibility and vertical rather than horizontal cuts are being examined. The UNLV library has been working with a targeted amount of money from the collections budget and staff lay-offs, though no specific positions have been targeted. UNLV Special Collections might lose one staff member. The Board of Regents would have to declare financial exigency (similar to bankruptcy) in order to allow the universities to void all contracts and lay off tenured faculty. Worst case scenarios have been proposed that may not come about.

- iv. University of Nevada – Reno, Special Collections: Jacque Sundstrand sent information regarding the status of UNR Special Collections and Mr. Kintop read this into the record (see attachment).

The Sparks Heritage Museum lost a \$140,000 grant; \$20,000 remaining from the initial grant is being used to make the museum space functional. The original look and feel of the building is being maintained due to budget restrictions and Job Corps is doing some of the work. The Sparks Museum is a private non-profit housed in city-owned buildings; the city is paying for electricity and maintenance. The museum has a thirty-year lease with two ten-year extensions and must be able to financially support itself within five years (three years now) because the city will no longer include a line item in the budget. Ms. Humphries presents and update to the City Council each year and is focusing on the positive happenings such as the new iPad and Space exhibits. Ms. Humphries has contacted the Smithsonian Air and Space Museum about borrowing rockets that were tested in Spanish Springs, but they cannot be displayed at this point so the Smithsonian has offered the loan of a space capsule that could be integrated into a Railroads to Rockets theme. The library and research center are on hold due to budget restrictions, but volunteers are cataloging items. Various businesses like Home Depot and Lumber Liquidators have been approached to supply materials to complete the museum building renovation.

The City of Henderson budget has been most impacted by the dissolution of the development center; those employees have been sent to departments where they filled positions left when other staff members took buyouts. Operating budgets have been cut and the next step is to figure out which services can be reduced or cut in order to save money. After that staff positions would be cut.

4) Advocacy for historical collections – Action Item:

- a) Prepare a position statement: SHRAB members should create a template statement to submit in response to any issue of concern to the Board. The statement should cover the following items: the ramifications of potential closures, economic impacts, risk management and liability issues, access limitations, educational value, etc. The statement should highlight the positive reasons for to maintain cultural institutions within a community and the fact that records and collections need to be preserved, safe and secure, and be made accessible to the public. NSLA has a statutory obligation to provide collection materials in response to public requests and the SHRAB also has a statutory obligation to provide guidance regarding these issues. Educational institutions have an educational mission to support students and faculty. All institutions also have contractual and fiduciary responsibilities.
- b) Procedure for members to respond to proposed closures: The chair and vice-chair of the SHRAB will create the narrative of the statement. Each board member who submits a position statement regarding a potential closure would forward a copy to the chair and vice-chair for tracking purposes. These statements are to be sent on official SHRAB letterhead. Due to regulations, the SHRAB can send information to the Legislative Counsel Bureau but not to Legislators themselves. SHRAB members will be sent a copy of the procedure, along with the statement template and an up-to-date electronic copy of the SHRAB letterhead.

5) Review SHRAB Operating Grant, 2010-12 – Action Item:

Information regarding the proposal summary for the new SHRAB operating grant has been distributed to members.

- a) Project period, project timeline, deliverables: The documentation proposes a \$25,000 18-month regrant project with an emphasis on the promotion of collaborative digital projects between state and local agencies. The NSLA Administrator would award grants based upon recommendations by the SHRAB, thereby guaranteeing that a statutory position handles the accounting. The grants could be broken into five \$5,000 projects or a series of smaller awards that could be completed within a six-month with a definite beginning and end. LSTA grant forms and applications have been adapted for this project and can be put online; a general announcement about when to apply would be made to interested agencies. The suggestion has been made to create small “scholarships” out of the excess money left from the SHRAB operating grant that would fund professional development training about digital records and preservation. The scholarship

program could be a means of increasing the knowledge base of staff members tasked with the responsibility of implementing digital programs. One requirement of anyone receiving a scholarship could be that the person must pass along what they learn at the e-Records forum to be held in the Spring of 2012 or at the SHRAB meeting following the training (either in person or by videoconference). Ms. DeLeon recommended setting aside \$5,000 with a maximum \$1,000 to be given to each awardee; the money will not be intended to cover the entire cost of travel and training, but can be used to augment other funds, similar to the LSTA Travel to Training program. The regrant and scholarship programs could be announced together in May. Discussion regarding training needs for the potential scholarship program will be continued at the next meeting since no decision has been made at this time; Ms. DeLeon will create and distribute a list of training needs that can be discussed in June.

- b) How can SHRAB members participate? SHRAB members would identify staff members who could use a scholarship to attend training. The home institution of each SHRAB member is eligible to apply for either a regrant or a scholarship, but the member cannot vote on an award for which they have applied. An individual scholarships subcommittee consisting of Sabrina Mercadante, Anne-Louise Bennett and Diana Alba will meet in April.
 - c) Archives Month (formerly number eight on the agenda): Archives Month (October) would be a good time to announce the regrant and scholarship awards. October would also be a good time to post educational programming online; the broadband initiative, if approved, would allow for last-mile connections to underserved communities that could allow these areas to access online educational programming. Former Department of Cultural Affairs web site components like the NSLA and Museums and History pages may not be accessible during Archives Month since this is the time period in which they'll be transitioning to their new departments so online activities may be affected. NSLA will need to talk with the Department of Administration about the possibility of somehow hosting at least the Archives Month components of the web site during October. Ms. Del Cohen proposed a contest to obtain items to link on the Treasure Map, but the Treasure Map is not active at this time so an Archives Month Facebook page might be a good alternative. A Treasure Map nomination page similar to the State Archives "Ask an Archivist" page could be set up with a staff member handling the nominations.
- 6) IMLS Connecting to Collections Project – Informational and Action Item:
- a) Project period, project timeline, deliverables: This grant is six to seven months behind due to the lack of an Archives Manager and an Imaging and Preservation Services Program Manager. The footwork has been done to determine the needs of participating organizations and data is also available regarding which collections should be digitized for preservation and access. In-person surveys still need to be done to capture data from people who may not respond to a paper, online or phone survey. Grant money is available to hire a consultant to analyze collected data. Mr. Kintop will request an extension of the project to December 2011. A traveling Archivist would be the best way to handle the needs of this project and a two-year SNAP Grant cycle may allow for the funding for that position. NEH preservation grants are not given to museums without a Collections Assessment Program (CAPs) in place and the qualified consultants needed to perform the survey cannot be found in the local area. In order to get the IMLS grant, each institution needs a \$2,000 match and most have no way to generate the matching funds. Members of the IMLS
 - b) How can SHRAB members participate? The SHRAB may act as a catalyst for the creation of an inventory of available cultural materials throughout Nevada. This could also be linked to the idea of nominating an institution or items for the Archives Month Treasure Map.
- 7) Other Project Updates – Informational Items:
- a) Digital preservation/e-records. The digital initiative recognizes that a problem exists.
 - b) Update on digital initiative. Most of the collaborative projects are on hold, but issues of the Nevada Historical Society Quarterly up through 2009 have been uploaded to the Nevada Digital Archives (Washington State) Project. The Nevada Historical Society hopes to upload the Quarterly to their site to allow public access to them. Negotiations are being held with acting director of Museums and History Peter Barton regarding whether access to the most recent issues should be on a fee basis.

- c) IPER – Intergovernmental Preparedness for Essential Records classes. A meeting was held in Carson City. Nathan Hill from the City of Henderson, State Records Manager Teri Mark, and Suzanne Brunette from Emergency Management will be the instructors for this training. Two in-person training sessions will be held, one north and one south, as well as one online training session. The first training session should take place over the course of two days in the Nevada State Archives Research Room in Carson City in June of 2011. The IPER training is geared toward government agencies and should not be confused with the WESTPAS sessions in which cultural institutions receive training and create an emergency plan.
- 8) Archives Month (see above – this discussion was moved up to item number five).
- 9) Future Agenda Items and New Business – Action Item:
 - a) Discussion will be held regarding the West Las Vegas cultural community.
 - b) Two additional IMLS advisory board members will be invited to the next meeting receive updates about the project. Mr. Kintop will also distribute job announcements to museum staff who might be interested in temporary Manpower work as survey takers for the IMLS project.
 - c) Archives Month updates.
- 10) Next Meeting Time and Place – Action Item:

The next meeting will be held from 10:00am – 3:00pm on Thursday June 9th, 2011 in Sparks.
- 11) Public Comment: No members of the public were in attendance.
- 12) Adjournment: The meeting adjourned at 3:20pm.

TAB B

**Nevada State Historical Records Advisory Board Meeting
Henderson City Hall
Valley View Room
240 Water Street
Henderson, NV 89015
Thursday, March 1, 2012**

The meeting was called to order by SHRAB Coordinator Jeff Kintop.

1) Information Item: Welcome and Introductions:

Cynthia Laframboise has joined the staff of the Nevada State Library and Archives as Archives Manager. She comes from the Kansas Historical Society where she worked as a state records manager and served as staff to the Kansas SHRAB.

Members Present:

Cynthia Laframboise, Nevada State Library and Archives
Sabrina Mercadante, City of Henderson
Jacque Sundstrand, University of Nevada Reno Special Collections
Anthea Humphreys, Sparks Heritage Museum
Shayne Del Cohen, Tribal Consultant
Peter Michel, University of Nevada Las Vegas Special Collections
Diana Alba, Clark County
Daphne DeLeon, Nevada State Library and Archives
Jeff Kintop, Nevada State Library and Archives

Members Attending by Phone:

Anne-Louise Bennett, TMCC Faculty Emeritus

- 2) Oaths of Office for Board Members administered by Diana Alba, County Clerk of Clark County. David Milman has resigned the SHRAB so a new member will need to be recruited to fill his position.
- 3) Approval of Minutes: This item will be held over until the next meeting.
- 4) Moment of Silence in Memory of Nevada Senator Bill Raggio.
- 5) Informational Updates – Board Members:
- a) Nevada State Library and Archives (NSLA) merger with Department of Administration – Jeff Kintop: Agencies included in the merger include: the Department of Personnel, the Public Works Board, and the Department of Information Technology. The position of NSLA in state government will be enhanced due to the close connection with budget and information technology services. The State Archives now has more access to state and,

by extension, local government in order to get information out and things done. New procedures and techniques have been implemented and many tasks are taking longer due to the extra review now required. The state Micrographics and Imaging Program (now Imaging and Preservation Services) is now general-funded and cost allocation for this service will be done across the state. While state agencies are no longer billed for services, a new funding scale has been created since, by law, the service must be provided to local governments who have no other options. Some prices were raised and others have gone down and the model is different than what we've used in the past. Also, a Documentum license partnership among state agencies that should be rolled out within the next six months to fully develop the records management module.

- b) University of Nevada, Las Vegas, Special Collections – Peter Michel: The budget is stable and, like the rest of the University, seems to have hit bottom. A current LSTA digitization project is in progress regarding the architecture of Las Vegas; 700-800 architectural drawings of the major hotels on the Strip are being digitized. The proposed project for next year is entitled “Documenting the African-American Experience in Las Vegas.” This project will not be straight digitization of items taken from Special Collections, but a collaborative effort among institutions like the State Museum and public libraries in Clark County, which will identify, inventory, and make accessible at least descriptions of all the known collections documenting the African-American community in Las Vegas. Once various institutions are inventoried a database will be created which should be made accessible online. Leaders from the African heritage community will participate in a community advisory board which will identify individuals, organizations, and small institutions that hold records, add these records to the inventory, and hopefully digitize the items so they might be shared through a portal created for this project. The main goal is to raise awareness about this important, interesting, dynamic, and vibrant community which has been under-represented up until this time. Libraries will have public scanning stations where patrons may bring their items for scanning and then these individuals will provide information which will serve as metadata so the items can be kept by them while still providing access to the information. Another important component of this project will be online access to oral histories provided by the UNLV Oral History Center and area public libraries. Las Vegas PBS has taped various leaders of the black community discussing a variety of issues as well.
- c) University of Nevada, Reno, Special Collections – Jacque Sundstrand: Special Collections is functioning with three full-time librarians and one half-time library assistant. Many staff left during the current two-year period and Dean Kathy Ray has decided not to make any permanent changes in either budget or positions at this time, though a number of people will be taking on a few extra responsibilities due to the empty jobs; for example, the head of Special Collections will work about 25% of the time as the collection development level librarian. Decisions will have to be made on what can't be done, rather than what can, but most projects will still be handled – probably at a slower pace than before – except for development. Special Collections did get publicity due to a controversy over the removal of a Facebook page that was created for two students who attended the University ninety-nine years ago; an incorrect type of Facebook account was set up for the project that had to be changed.

- d) National History Day in Nevada – Jeff Kintop: The Nevada Humanities Committee is now the fiscal agent for History Day in Nevada, a cooperative project between the Nevada State Library and Archives and the Department of Education that has been held in Nevada for twenty years. The student winners go to Washington, DC, to compete against every state, territory, protectorate, and military school in the country. Last year, the highest-scoring Nevada project, an exhibit on Victorian dollhouses, finished thirteenth at the national level. The kids from Nevada visited Senator Harry Reid and Nevada Congressmen and had their pictures taken on the Capitol steps. This year, the northern contest is to be held March 31st at Wooster High School in Reno while the southern contest will be April 14th at the Northwest Career and Technical Academy on Tropical way. The southern contest gets four to five hundred entries, while about one hundred participate in the north, and thirty-two students went back to the national competition last year. The program has always been partially grant-supported; this year some fund-raising and higher registration fees may help the program become self-supporting. Anyone interested can get contact information or a link to the History Day Facebook page from Mr. Kintop. The new state coordinator for History Day is Christine Hull who is the new Social Studies coordinator within the Department of Education.
 - e) Ourstory, Inc – Shayne Del Cohen: Ourstory has been working on projects similar to the one being done by UNLV Special Collections; this year's project was about the Tuskegee Airmen. Ourstory is in the midst of a two-year project going celebrating 150 years of the Emancipation Proclamation which will detail both the academic side of the story, as well as personal stories about the effect on families. Ourstory has partnered with a national program that provides high school students a tour of four or five historically black colleges and universities in the eastern United States in April. The kids from Nevada will have brief meetings with the department of history or libraries and archives at the colleges/universities they visit so they may trade information such as the fact that Hampton Institute in Virginia started as an Indian facility that some Nevadans attended in the 1800s. The northern Nevada kids are going the week of April 6 and the southern Nevada kids will go a different week due to differences in school vacation schedules.
 - f) IPER – Intergovernmental Preparedness for Essential Records classes - Jeff Kintop: At least one workshop must be held by the end of March 2012 in order to meet FEMA funding guidelines. Classes are being held in at the Legislative Building in Carson City on March 21-22, 2012 and will be broadcast to the Grant Sawyer Building in Las Vegas. Presenting these classes is a requirement for continued FEMA funding, but the curriculum can be kept for future use at any time and for any reason so the State Archives has been in discussion with Enterprise IT about converting the curriculum to online training modules. State Records Manager Teri Mark and Nathan Hill, the Archives/Records Manager for the City of Henderson, are the instructors. The curriculum was built by the National Archives and each state has the ability to personalize the training to their own state based upon specific laws and needs.
- 6) Review SHRAB Operating Grant 2010-2012 – Jeff Kintop, Board Members:
- a) Revised Project period, project timeline, grants and scholarships for e-records training: At the last meeting, a determination was made that SHRAB re-grants would

be used to fund travel to training for state and local government agencies and non-profit museums and preservation organizations, with some of the money to be set aside for electronic records training. The state government reorganization and recruitment of the new State Archives Manager delayed finalization of the plan, but the project will be continued to meet the intent of the grant and previous SHRAB discussion. An e-records forum is being held in Austin, Texas this spring that would allow attendees to come back and share what they learn at the Nevada e-records forum in the fall. Teri Mark and Cynthia Laframboise will be attending the Austin training on behalf of the state and open competition can also be held in order to determine who else can be sent. The agenda and conference information can be sent out along with letters soliciting proposals for anyone interested in one of the five available slots. A preliminary list of other training opportunities will accompany the solicitation for grants. The out-of-state training should be completed by the end of June so attendees can pass along the information during the fall in-state meetings.

- b) How can SHRAB members participate? Mr. Kintop will review the grant funds in the hope that enough money will be left to send one or two people to the joint National Association of Government Archives and Records Administrators (NAGARA) and Council of State Archivists (COSA) conference to be held July 18-21, 2012 in Santa Fe, New Mexico. Any Nevada SHRAB members who attend could meet with members of the New Mexico SHRAB to discuss re-grants since New Mexico has a long-standing program. Information about premium opportunities for the communities represented by the SHRAB should pass them on to Mr. Kintop for inclusion in his handout solicitation packet; these opportunities can include digital, electronic preservation, electronic records, conservation environment, etc., presented by organizations such as the Northeast Document Conservation Center, Society of American Archivists, and the American Association for State and Local History. These opportunities will only be projected about six months in advance, which would mean they must be held by the end of August.

7) IMLS Connecting to Collections Project – Board Members:

- a) Revised project period, project timeline, and deliverables: The Institute of Museum and Library Services (IMLS) grant on a connecting to collections project has allowed for the collection of information from local museums and historical societies throughout the state. Through the Nevada Museum Association, numerous museums at the state, county and private level were surveyed regarding the conditions of collections, staff training, budget allocations, and physical structures. Not all museums were covered in this survey, but the gaps will be filled in. Libraries were included in the statewide digital planning survey and information was gathered on collections and why items were scanned (preservation, access, etc.) to pinpoint which collections needed to be scanned. Selective site visitation will be used to update the information, targeting fifteen to twenty of about fifty institutions. Site visits will be done by the staff of the Nevada State Archives sometime in March in order to update information obtained in a previous survey and an outside consultant will be hired to compile the information. The paperwork needs to be done in time to allow a consultant time to compile the information for presentation to the SHRAB and a two-member advisory committee to solicit changes. In October a conference will be held

with the Board of Museums and History, the SHRAB, the Nevada Arts Council, Nevada Humanities Committee, and some other groups with ties to the preservation of historical items. The conference will result in a proposed state plan that can be tied in with Archives Month, the 150th anniversary of Nevada Territory, and the upcoming Nevada Sesquicentennial. Some preservation money received in the 1990s allowed for the cataloging and scanning of photographic records, as well as preservation microfilming. A number of historic collections of nineteenth-century publications and city directory microfilm were distributed around the state at that time. IMLS has been planning to give money toward conservation projects, but a statewide plan must be in place first.

- b) How can SHRAB members participate? These site visits will be a good way for the new State Archives Manager to get to know the various people and repositories around the state. Current SHRAB members have filled out some of the surveys so being involved in the updates and recommending sites to be visited and surveyed is a good way to participate. Site visits will probably be done some time in June, but the entire project will be done by October.

8) Archives Month 2012 – Board Members:

- a) How can SHRAB members participate? The idea of an “Archives Bazaar” has been suggested; various Archival repositories would get together to create displays, present lectures, and call for historic items to be brought in for preservation/conservation. The event is something of an open house that can be held at various locations throughout October for Archives Month. This could be also done as an online activity where repositories submit information and ideas NSLA who would compile the collected information into a treasure map format. In past, the treasure map has consisted items chosen by each repository that are placed in their location on the map. This can be a way to promote exhibits and activities that are regularly done by the repositories. Archives Month poster development is also under way using State Land plat maps.

- 9) Other Project Updates – Jeff Kintop, Daphne DeLeon: Discussion was held regarding state budget reductions and how those affect federal funding formulas. National Historic Publications and Records Commission (NHPRC) funding still depends on a five-year plan and Nevada examines and revises the plan every couple years – if no plan were in place, no money would be received; some states don’t have active SHRABs so they don’t receive NHPRC funds. One way to ensure funding is to focus on initiatives that are important to both the state and federal government. At this time, the federal government is promoting digital literacy coordination effort including 21st-Century learning skills at IMLS to broadband funding for computing centers where a portal is being created with curriculum that includes basic computing classes. The resources being used are created by organizations like the Nevada State Library and Archives so funding needs to be received at the state level in order for these federal programs to be successful. More information and a consistent vocabulary need to be provided for the SHRAB so the determination can be made as to the best way to approach funding issues at the local, county and state levels in order to help underserved organizations participate in archival and records management programs. Information from Preserving the American Historical Record (PAHR) and the Council of

State Archivists (COSA) will be disseminated to members of the SHRAB to help determine future goals and needs.

- 10) Future Agenda Items and New Business – Board Members: Future discussions need to be held regarding PAHR legislation and general advocacy. Reports should be given regarding the eRecords Forum and site visits. Application reviews should also be included.
- 11) Next Meeting Time and Place – Board Members: The next official meeting will be held at the Sparks Heritage Museum in Northern Nevada on June 12, 2012.
- 12) Public Comment: No public is in attendance.
- 13) Adjournment: SHRAB Coordinator Jeff Kintop called for the meeting to adjourn.

TAB C

**Nevada State Historical Records Advisory Board Meeting
Sparks Heritage Museum
820 Victorian Avenue
Sparks, NV
June 12, 2012**

Agenda

1. The meeting was called to order by SHRAB Coordinator Jeff Kintop.

Welcome and Introductions:

Members Present: Jeff Kintop, Nevada State Library and Archives
Sabrina Mercandante, City of Henderson
Jacque Sundstrand, University of Nevada Reno Special Collections
Anthea Humphreys, Sparks Heritage Museum
Shayne Del Cohen, Tribal Consultant
Peter Michel, University of Nevada Las Vegas Special Collections
Diana Alba, Clark County
Anne-Louise Bennett, TMCC Faculty Emeritus
Daphne DeLeon, Nevada State Library and Archives
Cynthia Laframboise, support staff, Nevada State Library and Archives

2. Approval of Minutes: Motion made to approve the March 1, 2012 Minutes and carried.

3. Informational Updates:

a. Ms. Laframboise reported on the E-Records Forum held April 25-26 in Austin, Texas. Attendance at the conference provided her with the opportunity to view the latest technological advances such as recordkeeping in the Cloud. NARA archivist Mark Conrad updated the group on the status of ISO standards designed to provide audit certification and certification of trustworthy digital repositories. Other topics included electronic records grant funding, unifying access to digitized and born-digital collections and auto-categorization of email. The Deputy Director of the Texas Advanced Computing Center discussed the vagueness of the term "cloud" and its true meaning since computer science lacks firm taxonomies for discussing computer systems. Lorraine Richards from the University of North Carolina is working towards a terminology that is consistent and meaningful to the various stakeholders. Ms. DeLeon acknowledged that she was familiar with Ms. Richards. While some of the technology demonstrated was too advanced to meet Nevada's governmental needs, there were some valuable tips such as using Microsoft Office to manage email.

b. Ms. Laframboise proceeded to discuss the Intergovernmental Preparedness for Essential Records (IPER) March class held in Carson City at the Legislative Building. There was full audience and several people participated via teleconference for

the two day event. There will be a one day session in Henderson scheduled for June. The second part of the training in the fall will focus on disaster recovery which Ms. Laframboise will lead with assistance from preservation specialist Michael Frazier at UNLV.

c. Archives Month was the next topic and Mr. Kintop referred to the completion of the Archives Month poster to which Mr. Michel responded that he thought the poster was really cool. An action item that the board needs to pursue is to create an Archives Bazaar and assemble a list of potential projects.

d. Mr. Kintop mentioned that Nevada History Day was very successful and Clark County had over 400 participants while Northern Nevada also had a large number of participants. This year there was a new coordinator at the Department of Education and several new teachers enrolled in the program.

4. Mr. Kintop informed the board that travel funds were available for SHRAB members to attend either the NAGARA or SAA annual conferences.

5. Mr. Kintop continued the discussion by thanking Peter Michel for his contribution to the NAGARA conference by hosting a session for beginning archivists.

6. Ms. Laframboise gave an update on the retirement of long time Archivist Susan Searcy. Mr. Kintop added that the search was underway to hire a new archivist and the process had taken longer than anticipated.

7. Next, Ms. DeLeon provided the board with an update to Preserving the American Historical Record Act (PAHR). PAHR attempts to provide more resources to states and regions to ensure essential care for documents and archival records in whatever formats can be readily available. If authorized, the PAHR Act would create a formula-based competitive grant program that would fund archives programs in every state and at every level. The Bill needs to move forward in the Senate within the next month or two.

8. There was very little news on NHPRC funding as it continues to be vulnerable to budget attacks.

9. Update on NSLA: Ms. DeLeon reiterated the search for a new archivist.

10. IMLS Connecting to Collections: The project is due for completion by December 2012. One suggestion from the board suggested enlisting additional support by including groups and boards such as the Arts Council and the Humanities Council.

11. Possible Action:

Strategic plan review and update: Mr. Kintop discussed the upcoming Sesquicentennial for Nevada. He explained that SHRAB board was on the periphery and that he would

check with Sesquicentennial committee and other groups to gather information about future planned events. The discussion focused upon ideas to celebrate the Sesquicentennial and Nevada Day that would involve the entire community. Mr. Kintop stressed the importance of finding historical context and collaboration with other institutions and a tie in with broadband. Every week would feature something new. Fifty years from now people can show their grandchildren what happened at the Sesquicentennial. He talked about North Dakota's documentary which provided a photographic daily snapshot taken throughout the year to celebrate its Centennial. This project led to the discussion of doing something similar to UNLV's African-American exhibit which focused on individuals uploading material or allowing copies to be made from their personal collection. Further grant proposals for SHRAB operations will be discussed in more depth at the next meeting.

12. Future Agenda items and new business: There are no grants for the board to review at this time. The date for the next meeting was discussed and the consensus was to schedule a meeting in September since October would be a very busy month. One topic to discuss at the next meeting will be the progress on the Connecting to Collections project. Mr. Kintop mentioned the Library of Congress is sponsoring a digital education program which emphasizes six core elements. He suggested that Ms. DeLeon, Ms. Laframboise and he form a planning committee to test out a Digital Preservation class on NSLA staff before presenting it to the board for feedback. This would provide a useful backdrop to the E-Records Forum scheduled for September 19-20.

13. Anthea Humphreys offered to host the next SHRAB meeting on September 13, 2012.

14. There was no public comment.

15. The meeting adjourned and Ms. Humphreys provided a tour of the renovated museum.

TAB D

**Nevada State Historical Records Advisory Board Meeting
Sparks Heritage Museum
820 Victorian Avenue
Sparks, NV
September 13, 2012**

Minutes

1. The meeting was called to order by SHRAB Coordinator Jeff Kintop.

Welcome and Introductions:

Members Present: Jeff Kintop, Nevada State Library and Archives
Sabrina Mercadante, City of Henderson
Jacque Sundstrand, University of Nevada Reno Special Collections
Anthea Humphreys, Sparks Heritage Museum
Shayne Del Cohen, Tribal Consultant
Peter Michel, University of Nevada Las Vegas Special Collections
Diana Alba, Clark County
Anne-Louise Bennett, TMCC Faculty Emeritus
Daphne DeLeon, Nevada State Library and Archives
Cynthia Laframboise, support staff, Nevada State Library and Archives

2. There was no public comment.

Action Items:

3. Approval of Minutes: Ms. Bennett made the motion to approve the June 12, 2012 Minutes and it was seconded by Ms. Sundstrand. Motion carried and the minutes were approved.

4. Archives Month 2012 Celebration was the next topic for discussion.

Mr. Kintop mentioned that the Archives Month Poster was comprised of county survey maps set within the outline of the state. He asked members if they preferred the poster with or without the white border. The consensus was to eliminate the white border to allow the blue background to stand out more. Posters will be distributed to city and county clerks, libraries across the state. Ms. DeLeon expressed a desire to have some posters available at the NLA meeting in October.

A list of statewide events includes an observation of the Nevada Constitution to be held on October 31, 2012. Mr. Kintop hoped that Guy Louis Rocha will be in attendance to discuss the constitution. The archives staff will conduct workshops in the archives reference room after open hours and feature historical memorabilia.

Ms. Sundstrand added that UNR archives will host a new exhibit entitled *Politics of Our Past*. She distributed exhibition publications from the closing exhibit *Far Out! The University of Art Scene: Reno, Nevada 1960-1975*. Ms. Sundstrand added that the Nevada Writers Hall of Fame will celebrate its twenty-fifth anniversary along with the induction of new members in November. Ms. Sundstrand then went on to say that UNR will now be eligible to apply for LSTA grants due to a change in its status.

Mr. Kintop said that the original microfilm of Nevada newspapers will be returned from storage at BMI to the state archives on September 18. BMI has stored the microfilm since 1972 and the combined total of 62 boxes weighs nearly a ton. The microfilm will be stored in the archives vault. Mr. Kintop suggested a press release – Nevada History Returns to the State. Mr. Michal mentioned that Library of Congress has a project for newspaper digitization.

5. Strategic plan review and update: Ms. DeLeon reviewed the board's progress on its strategic plan. Mr. Kintop said that he submitted the grant application to NHPRC to continue SHRAP operations. At this point there is no funding allocated for NHPRC in the federal budget. Even the \$1 million allotted for NHPRC in fiscal year FY 2012 was stripped. That figure is a 90% reduction from the FY 2011 funding level of \$7 million and is \$4 million less than the Obama administration's request for the NHPRC.

Next year will start the statewide year-long Sesquicentennial celebration. One idea to celebrate the Sesquicentennial and Nevada Day would involve a community effort to submit photographs and comments to be housed on a FlickrR site. Ms. Bennett suggested that the site should be named after the state song, *Nevada Means Home*, and everyone readily agreed.

Discussion Items:

6. Training:

a. Ms. Laframboise said that she and Teri Mark presented the second Intergovernmental Preparedness for Essential Records training session in Henderson in late August. Ms. Laframboise thanked board member Ms. Mercadante for allowing her staff to assist us by providing a room and equipment. This session was not as well attended as the first session. AASLH will sponsor the IPER training as FEMA money has been depleted.

b. It was suggested that survey questions be distributed at the E-Records Forum scheduled in November.

c. Library of Congress is sponsoring a digital preservation outreach and education program which emphasizes six core elements. Mr. Michel mentioned that another digital preservation tool is available as open source software called CINCH.

d. Ms. DeLeon discussed a visit to the Paiute Indian Reservation with Ms. Del Cohen to review their electronic recordkeeping for medical records. There was no time left to discuss records management for tribal archives.

7. Mr. Kintop mentioned that the IMLS Connecting to Collections project will be completed after the archives staff visits some of the museums and historical societies and finishes the survey.

Information Items:

8. Ms. Mercadante and Ms. Del Cohen talked about their experiences at the NAGARA conference in Santa Fe. Both enjoyed the sessions and the friendly atmosphere. There were quite a few local residents in attendance so it made for an overall different feel than previous conferences.

9. Mr. Kintop continued the discussion by thanking Peter Michel for his contribution to the NAGARA conference by hosting a session for beginning archivists.

10. Ms. DeLeon discussed the SAA conference in San Diego in early August.

11. Next, Ms. DeLeon informed the board that Preserving the American Historical Record Act (PAHR) has stalled in Congress.

12. Since NHPRC funding is vulnerable and its future uncertain, the February 2013 meeting was not scheduled. If funding becomes available, the grant might not start until March or April.

Mr. Kintop mentioned that Liz Moore has been hired as an Archivist Trainee in place of the retired Susan Searcy. Dennis McBride is the new Museum Director of the Nevada State Museum in Las Vegas and he will join the SHRAB board. There will a bill introduced to the Assembly which would privatize the Nevada Historical Society. Board members expressed their concerns regarding custody of the collections if the Society is transferred to the private sector and what would be the role of the State in its reorganization.

13. Future agenda items include the 2013 Legislative Session, BDRs relating to records issues, History Day 2013 and a letter to the Governor and the Assembly supporting records issues.

14. Next meeting time and place: No meeting was scheduled, although an alternative would be to have a telephone conference call.

15. There was no public comment.

16. The meeting adjourned.

Nevada State Historical Records Advisory Board meeting

City of Henderson

240 Water Street

Henderson, NV

Valley View Room

June 19, 2013

Minutes

1. The meeting was called to order by SHRAB Coordinator Jeff Kintop.

Welcome:

Members Present:

Jeff Kintop, Nevada State Library and Archives

Sabrina Mercadante, City of Henderson

Jacque Sundstrand, University of Nevada Reno Special Collections

Anthea Humphreys, Sparks Heritage Museum

Peter Michel, University of Las Vegas Special Collections

Daphne DeLeon, Nevada State Library and Archives

Shayne Del Cohen, Tribal Consultant, via telephone

Cynthia Laframboise, support staff, Nevada State Library and Archives

Mr. Kintop read a letter from Board member Anne-Louise Bennett informing the board that her term has expired and expressing her appreciation to the Board for allowing her to serve the last four years. The Governor's Office will need to fill her vacancy since her term expires June 30, 2013. Mr. Kintop and Ms. DeLeon met with new State Museum director Dennis McBride and Michelle Light, the new UNLV Special Collections Director.

2. There was no public comment.

Action Item:

3. Approval of minutes: Ms. Sundstrand made a motion to approve the September 13, 2012 Minutes and it was seconded by Mr. Michel. Motion carried and the minutes were approved.

Information Items:

4. Mr. Kintop reported on the IMLS Connecting to Collections Project extension which will be due at the end of the year. Archives staff visited the participating institutions using a survey form to gather additional follow-up information regarding the status and conditions of the collections. Mr. Kintop hopes to hire a consultant within the next few months to write the final report. He hopes to put out a bid for a consultant in July. The previous consultant worked with Clark County and wanted to scan all the documents and post them online. Data and survey notes will be given to the consultant to write the plan which will be ready for the late August or early September meeting for members to review before submission to IMLS. Each state must contribute a plan to IMLS in order to receive advocacy and education grants. Mr. Kintop then turned the discussion to a report on the Supreme Court's preservation access and sealing of court records commission

which NSLA staff member will participate. There is a consensus that court records are state records and there is a retention and disposition schedule for the courts. Some of the county courts did not want to transfer their older court records to the State Archives. Staff members from the courts surveyed the records and one goal of the commission is to determine what constitutes "historical" or "precedence setting cases" as the method to measure what records should be retained.

5. Mr. Kintop then discussed the final reports on the 2010-12 NHPRC grant and regrants for the Storey County Recorder and the Sparks Heritage Museum. Ms. Humphreys described the lack of centralization for the digital collections and back-ups for the computers at the Sparks Heritage Museum. Information is stored in a variety of locations without control over who has access. Ms. Humphreys has taken steps to ensure that she is the only staff member to have Administrator rights on the computers as a security matter to prevent any mishaps. Storey County is undertaking a "mini-project" digitization project designed to protect, preserve, and provide access to historic Storey County records.
6. Mr. Kintop proceeded to mention the 2012-14 NHPRC grant which will include the SHRAB website for the Nevada Sesquicentennial as the kick-off begins October 31. People will be able to submit photographs to Flickr Commons. Unfortunately, due to the budget sequester, our special project amount has been halved. There has been discussion that there will be a Mobile Museum Tour. Ms. Laframboise mentioned that the theme for the Archives Month poster is "On the Road to Statehood" and would appreciate any photographic contributions from the various institutions to enhance the poster. Mr. Michal and Ms. Sundstrand both offered the use of items held in their collections.
7. Board members reported on their activities since the last meeting. Ms. Humphreys is developing a new Apple app featuring a walking tour of Sparks with vintage photos and a tour of the Museum. This project has taken years to compile the information. However, this is proving to be more of a challenge than anticipated since people are contributing corrections and additions. Ms. Sundstrand was congratulated on her appointment to the IMLS board. She talked about her experiences in Washington D.C. and meeting the First Lady Michelle Obama.
8. Recommendations for new Board members. Mr. Kintop read the resignation letter from Anne-Louise Bennett and suggested that the board give Ms. Bennett something for her contribution as a SHRAB member. That still leaves a vacancy on the board with her leaving the board after the expiration of her term. Ms. Bennett initiated her effort to join the board and thanked the board for the experience and especially thanked Ms. Humphreys. Mr. Kintop acknowledged Ms. Bennett's fundraising efforts for History Day. This prompted Mr. Michal to ask how the Nevada students did at National History Day competition and Mr. Kintop replied that he had not heard from the coordinator yet. Mr. Kintop spoke to Peter Barton (Division Director of Museums and History) and he agreed with the suggestion to ask Dennis McBride, the new Nevada Museum Director in Las Vegas, to join SHRAB as the member to replace the previous museum director. Mr. McBride has an appreciation for history and records which is a vital component to serve on the board. Mr. Kintop asked the group for a recommendation to fill the vacancy. Mr. Michal asked if it should be someone from the Northern part of the state. Sara Frantz, archivist and librarian at the Reno Art Museum, was suggested. Ms. Sundstrand said that Ms. Franz is doing the archives portion at the art museum and that Ms. Sundstrand has been mentoring her. Mr. Kintop mentioned that Ms. Franz had applied to the IMLS conference in Washington D.C. Ms. Humphreys mentioned that she volunteered to help her with the Past Perfect software at the Sparks Heritage Museum. Mr. Kintop agreed with the suggestion and thanked everyone for their contributions.
9. New Business.
Ms. DeLeon said there is a need for archivists and records managers across the state to get together for regular communication. One idea was for NSLA staff to create an online Facebook

where individuals would be invited in to be members. It would provide the opportunity for members to ask questions or update current events. If an issue arises, SHRAB may want to pursue it or make recommendations to NSLA. Ms. DeLeon mentioned that after meeting with the new UNLV head of special collections there should be movement towards aligning description practices and online finding aids among the institutions. Mr. Michal discussed an online finding aids session at the CIMA conference. The Western Archives Network, sponsored by University of Utah, is composed of several consortiums including the Rocky Mountain Consortium, the Utah Consortium and the Northwest Consortium. The presenters determined that the Northwest Consortium has the best infrastructure and the Rocky Mountain and Utah Consortium should join it. California could be included in the consortium. Mr. Kintop discussed the Nevada Digital Initiative hosted by a consortium based in Washington State. Mr. Kintop said that he was unwilling to recreate metadata and the consortium was not able to follow through on requests. Gerry Hanfield created the digital archives but he had trouble hiring electronic records archivists so he hired IT people instead. Generally, consortiums are hard to maintain the sustainability since they were established by grant money. Mr. Kintop suggested that now was the time to start looking at alternatives so that when things stabilize there is already something in place. The discussion shifted to the Lots Of Copies Keep Stuff Safe (LOCKSS) ideal which requires 7 copies of digital material stored elsewhere so that the data is recoverable in the event of a disaster. Mr. Kintop then proceeded to inform the board of recent Legislative actions. SB 20 was introduced to ensure that state publications find their way to the state library. The Attorney General's office introduced AB 31 specifying the procedures for public records requests by requiring each agency to designate a records official. NSLA cooperated with the AG's office since we have authority to require agencies to assign records officers. It was convenient to combine the records officer's duties with the records official so that there was someone to assume responsibility for public records requests as well as manage all state agency records. This bill is not applicable to counties. Mr. Michel asked about the bill privatizing the Historical Society. Mr. Kintop responded that the bill died but there was an effort to resurrect it as an add-on to another bill. This bill also died. The biggest threat seemed to be from the Northern Nevada Railroad which wanted the East Ely Depot returned to its custody, only after the state provided extensive structural work to the depot. Mr. Kintop believed that the East Ely Depot retains some very valuable records which the railroad group would have no interest in preserving or making the records accessible and there was the possibility that the records could be endangered. There was another group interested in taking over Lost City Museum. Mr. Kintop felt that these groups were the real threats and not the group interested in the Historical Society because they were so disorganized. At the close of new business, Mr. Kintop hoped there would be a consultant hired by the September meeting.

10. Public comment. There was no public comment.

11. Adjourn.