

**National Historical Publications and Records Commission**  
**Executive Summary Minutes**  
**of November 14, 2018**

The meeting was called to order by David S. Ferriero, chairman, at 9:00 am in the Archivist's Reception Room of the National Archives in Washington, DC.

*Commission Members present:*

David S. Ferriero, Chairman  
W. Eric Emerson  
Rebecca Hankins  
Adam Howard  
Dennis Meissner  
George Miles  
Kaye Lanning Minchew  
Naomi Nelson  
Nicole Saylor  
Michael Stevens  
Will Thomas (via telephone)

*NHPRC staff*

Christopher Eck, Executive Director  
Lucy Barber  
Jeff de la Concepcion  
Keith Donohue  
Darrell Meadows  
Nancy Melley  
Annette Paul  
Daniel Stokes

*Guests and Attendees*

Clara Altman (for Jeremy Fogel, Federal Judicial Center)  
Mary Jo Binker, *Eleanor Roosevelt Papers*  
Christopher Brick, Editor, *Eleanor Roosevelt Papers*  
Robyn Engibous, Deputy Chief of Staff, Senator Sullivan  
Paul Fitzgerald, Chief of Staff for Congressman Mark Meadows  
Sarah Koons, Director, North Carolina State Archives  
Jeff Looney, Editor, *Papers of Thomas Jefferson: Retirement Series*  
John Hamilton, Congressional Liaison

**I: Welcome, Announcements, Agenda**

Mr. Ferriero opened the meeting and greeted the Members, staff, and guests. He announced the appointments of two new Members of the Commission for the spring 2019 session. Mr. John S. Cooke, director of the Federal Judicial Center, will represent the United States Supreme Court. Ms. Karen Finnegan Meyers, director of the Executive Services Directorate, Washington Headquarters Service, will represent the Department of Defense.

Mr. Hamilton provided an update on the status of appropriations for FY 2019, stating that we are currently on a Continuing Resolution through December 7, 2018. He expressed some optimism that

an appropriations bill would soon pass with a \$6 million budget for grants. Ms. Minchew added that 68 archivists talked with Congressional staff at the spring advocacy sessions.

## **II: Minutes of the Last Meeting**

*Mr. Ferriero called for adoption of the agenda and approval of the minutes of the June 2018 meeting, which were approved by unanimous consent.*

## **III. Executive Director's Report**

Mr. Eck presented the Executive Director's Report with staff adding commentary on progress centered around the Strategic Plan Goals.

Mr. Meadows highlighted the progress made on the partnership with Mellon Foundation on Digital Edition Publishing Cooperatives (DEPC). Representatives of the eight planning teams met in September at the National Archives to discuss progress to date and next steps, and to investigate issues related to operating as a network of Cooperatives. He highlighted the technology group discussions on interoperability as particularly promising.

The DEPC Implementation grant announcement went live in September as an "open call," and through the rest of the year, Mr. Meadows intends to publicize and hold webinars on the project, and is hoping to see a good number of applications at the May 1 deadline. Mr. Eck reported that Mellon increased its funding commitment from \$2 million to \$3 million. Mr. Meadows explained that Mellon's efforts over several years in funding open access monograph publishing led them to realize that these kinds of initiatives often require a greater upfront investment, especially for technical development and infrastructure. So, not only did they raise the total amount but also intimated that another round of funding may be needed.

Reporting on the subject of email preservation and access, Ms. Melley said that the group made a presentation at the Society of American Archivists. A white paper on the case studies is in progress. Mr. Meadows announced that the Jay Papers are on track to complete their project on time and that the Dolley Madison Papers received its final National Archives grant to complete their project.

On the issue of the role of State Historical Records Advisory Boards, Mr. Stokes reported on work with the Council of State Archivists in August, in which a variety of approaches were pursued and discussed—from a two-tiered funding structure to the idea of "block grants" to the states. Mr. Stokes also facilitated a discussion on the need for better communication and grant review training for board members. The State Board grant announcements reflect the changes to the program.

Ms. Melley discussed the curriculum development tool developed by Dickinson College as a result of their Public Engagement grant using records from the Carlisle Indian School and its students.

The Commission had placed an emphasis on grants for projects dealing with "early legal records," and Ms. Melley reported that we received 14 applications in that category which reflect legislative and judicial work, and Mr. Stokes described the different kinds of applicants, noting that they were from the Eastern United States and the far West Coast. Mr. Stevens made a general inquiry about the definition of "early legal records," and Mr. Eck reported that after consulting with the field, the American Society for Legal History, and others, that staff had decided not to define "early legal

records,” but to allow the applicants to make the case for what constitutes such records and to demonstrate their value and importance. Only after staff and peer review will we be able to have greater clarity about the meaning of the term and the scope of the initiative.

#### IV. Executive Committee Report

##### *Grant Announcements*

Ms. Nelson began the discussion by presenting three new Grant Announcements, highlighting the major changes for the next round of funding. *Publishing Historical Records* will now allow applicants to apply for two-year funding, although only the most successful projects will be awarded two-year funds. *Institutes for Historical Editing* will now call for applications to consist of both basic and advanced programs: Basic to provide an introductory overview and training to students new to the field, and Advanced to development the next generation of leaders in documentary editing. *State Board Programming* will be split into two levels: one for basic activities with a \$12k cap, and a second for regrants and other advanced program with a \$40k cap.

The Commission expressed its desire to change the language in the State Board Programming category to encourage the “expectation” of digitization for Level II grants, rather than making it conditional.

*The Commission approved the Grant Announcements by unanimous consent.*

##### *Historic Religious Records*

Ms. Nelson then reported on the staff gap analysis on records of religious institutions. Mr. Eck put forward an argument on the relatively few number of grants on this theme over the history of our grantmaking and suggested that a focus on the records of religious institutions and organizations may be akin to our efforts on early legal records. Ms. Nelson outlined the Executive Committee’s discussion, raising questions about the idea and scope of such initiatives, how they fall into the Strategic Plan, and their relationship to programs in play. Prompted by a question on how to measure success of such initiatives, Mr. Eck replied that three years might be required.

Mr. Stevens raised concerns about the idea of initiatives, arguing that when we say we “are especially interested” in a particular theme, we may be implying that we are not interested in other subjects. He argued that looking at the number of applications over time is not a legitimate metric. We need to be more “user-centric,” as some states and institutions attempt to be. We need a strategy to determine the genuine gaps for users, and not decide prematurely that these are important areas of focus. Finally, he questioned some of the assumptions and logic in the initiative proposal.

Acknowledging that the number of grants over history is an imperfect analysis of the challenge, Mr. Eck explained his thinking and consultation with outside experts on the matter, noting that the idea for such a focus is less about religion and more about the broader importance of these records to scholars and the public. Ms. Minchew noted the usefulness of these records to genealogists and local historians.

Mr. Meissner asked whether we should be pursuing initiatives before doing a more thorough gap analysis. Such inquiries would require additional resources. Short of providing those, we should treat the “early legal” records as a test case for initiatives before moving on to others. Ms. Hankins

suggested that the forthcoming “Archives Collaboratives” pilot program might be a useful way of looking at usage of kinds of records.

Mr. Miles said that he was opposed to putting in specific language at this point but asked staff to make certain that we are communicating the grant opportunities to as many fields of history as possible. He indicated that often researchers do not know what is important until a collection of records or area of research is made known to them and that there is an important role to play in highlighting certain types of records. Mr. Thomas agreed.

Mr. Stevens advised that there has been similar thinking at the state level about collecting data, and that we should work with the Council of State Archivists, NAGARA, and the Society of American Archivist to get a national snapshot. Ms. Hankins said that developing a user-centric approach is a challenge to archives and that we may learn lessons from the library field about what people are looking for.

Mr. Ferriero shared an anecdote about the National Archives Declassification Center. When asked about what sort of records they wanted to be declassified, the public asked for more on any JFK assassination conspiracies and UFOs. Mr. Meissner said that the Society of American Archivists has a committee devoted to evidence-based decision-making for archivists to better serve users. Mr. Miles pushed back by saying that we cannot be “chasing users,” but learn through the ebbs and flows of time. Cultural heritage archives and repositories must be obsessed with documentation and collecting, because we cannot anticipate what will be of importance in the future.

The Commission decided to table the discussion and not move forward on any new initiative focusing on particular subjects before we learned more about the early legal records results.

### *Communications*

Mr. Donohue reported on the Communications subcommittee, raising the question about how thoroughly to adopt the brand of the “National Archives” in its publicity and marketing efforts. Mr. Emerson asked whether de-emphasizing “NHPRC” might diminish our presence on the Hill, and Mr. Ferriero replied that that distinction does not exist for Hill staff and Members of Congress. Mr. Thomas suggested that it is the sense of the Commission to move into greater brand alignment with the National Archives, and other Members concurred. Mr. Stevens asked what that would do to our website and grant announcements, and Mr. Donohue agreed to provide a mock-up of the approach.

### *250<sup>th</sup> Anniversary of the Declaration of Independence*

Mr. Meadows reported on efforts around the 250<sup>th</sup> anniversary celebrations. Since the last Commission meeting, the subcommittee worked on two projects proposed at the June meeting: (1) to provide online access to roughly 500 NHPRC-funded volumes of documentary editions, with the possibility of collaborating with the National Endowment for the Humanities (NEH), who would recommend another 500 titles; and (2) to co-fund with the NEH a selection of longstanding historical documentary editions, to ensure their completion by years 2026-2033. Ms. Nelson expressed the sense of the Commission to continue conversations with the NEH and report back at the next meeting. Mr. Ferriero reported that that first meeting of the 250<sup>th</sup> Anniversary Commission would be held on Friday, November 16 and that there are limited roles expected for archives and libraries at this point in time.

### *Archives Collaboratives*

In support of the fourth goal of the Strategic Plan to assist small and diverse archives, Ms. Hankins outlined the efforts for a two-pronged approach. One would be to issue two Calls for Proposals for Needs Assessments of small and diverse archival organizations and repositories to outline their barriers to long-term sustainability, growth, and public access.

The second prong would be a pilot program for Archives Collaboratives which would consist of a planning phase and an implementation phase for partner organizations to collaborate on projects that would share best practices, tools, and techniques among member organizations; assess institutional strengths and opportunities; and develop plans and management structures for long-term sustainability and growth.

*The Commission unanimously approved a Grant Announcement and the Calls for Proposals.*

## V. Public Comment

Mr. Jeff Looney of the Jefferson Retirement Series thanked the Commission for its efforts on behalf of the Association for Documentary Editing, and expressed his support for the ideas proposed for the 250<sup>th</sup> anniversary of the Declaration. He reported that Founders Online is 100 times more used than the similar materials via Rotunda—a level of usage that even surprised him—and that analyzing online material is one way to understand what people are using from archives.

## VI: Proposal Review

The following individuals recused themselves from voting on the noted applications:

RM102737, *Intrepid Museum Foundation – Emerson*  
RM102739, *Coastal Carolina University – Emerson, Saylor*

**The following projects were recommended for funding:**

### ACCESS TO HISTORICAL RECORDS: MAJOR INITIATIVES

*For major collaborative initiatives that promote the preservation and use of historical records collections to broaden understanding of our democracy, history, and culture.*

University of New Mexico  
Albuquerque, NM

\$349,988

To support a project to digitize and create metadata for 30,000 aerial photographs of the Grants Mineral Belt taken between 1934 and 1987. Managed by the Earth Data Analysis Center, these photographs document the changing landscape in the northwest region of New Mexico, the site of uranium extraction and production from the 1930s until 1998. The records demonstrate the impact of uranium mining on the ecology of the area. The project will then develop a web application and tools to enable researchers to accurately discover and use data from the photographs.

Dartmouth College  
Dartmouth, NH

\$319,964

To support the development of a suite of digital tools to use with oral history collections to aid researchers to accurately discover and use these records. Using the Dartmouth Vietnam Project archive of 133 interviews, a project will devise new methods for adding metadata to digital oral history interviews, including a TEI-conformant tag library, as well as techniques for adding geospatial data to the interviews. The project will then test the methodology by encoding 100 selected interviews held by the online archive of the Oral History Project at the Vietnam Center and Archive at Texas Tech University, and developing open-source plugs-ins for content management systems using this technology.

Country Music Foundation  
Nashville, TN

\$288,860

To support the Country Music Hall of Fame and Museum's (CMHFM) Music Row Experience Project. Music Row in Nashville provides every service needed for creating recordings, from songwriting to radio play. The project will develop free publicly accessible online experiences that explore place, space, and time relationships to Music Row's role in American culture and history. Using the documents, recordings, and other media of the CMHFM, the project will digitize and prepare collections to populate interactive learning apps and website for the history of Nashville's Music Row.

Coastal Carolina University  
Conway, SC

\$270,237

To support the Gullah Geechee Digital Project, an archival collection drawn from three partner institutions that document the history and culture of the Gullah Geechee people, descendants of West and Central Africa, who settled after emancipation in the Sea Islands and coastal plains regions of the southeastern United States. The project will digitize approximately 6,900 pages of text, 90 hours of audio, and 6 hours of film, virtually uniting collections from the South Carolina Historical Society, recordings from the Association for Cultural Equity now housed at the Library of Congress, and Coastal Carolina University.

University of Southern California  
Los Angeles, CA

\$278,791

To support *Invisible L.A.*, a collection of images drawn from the Dick Whittington Studio collection at the University of Southern California. The Whittington Studio documented the historic growth and commercial development of Los Angeles in the 1930s and '40s. The project will digitize approximately 37,000 photograph negatives that document Los Angeles from the late 1930s through the end of World War II and publish a portion on the USC Digital Library and the Digital Public Library of America. In addition, the project will document procedures for a mass digitization technique suitable for damaged photo negatives that can serve as a model for other institutions with large photographic holdings.

Standing Rock Sioux Tribe  
Fort Yates, ND

\$325,152

To support a project at the tribe's Language and Culture Institute to create an online platform that will make available historical records in the Dakota/Lakota languages and provide English translations of at least 10 percent of the materials. The Institute will partner with the University of North Dakota, the Santee Normal Training School, the American Philosophical Society, the Minnesota Historical Society, Black Hills State University, and Sitting Bull College, as well as private individuals to digitize holdings, both in print and recorded, in the Dakota/Lakota language. The project then plans on building a website to bring together these resources and make them available online.

### **PUBLISHING HISTORICAL RECORDS**

*For projects that document major historical figures, and important eras and social movements in the history of the nation.*

Massachusetts Historical Society  
Boston, MA

\$187,518

To support a project to edit the papers of John Adams and the Adams Family, including editorial work on volume 15 of the *Adams Family Correspondence* and volumes 20 and 21 of the *Papers of John Adams*; and to expand the Adams Papers Digital Edition.

University of Wisconsin  
Madison, WI

\$200,000

To support a project to edit and publish *The Documentary History of the Ratification of the Constitution and the Adoption of the Bill of Rights*, including publication of the final two volumes in the *States Series* on North Carolina and completion of all editorial work on Volume 1 of the *Bill of Rights Series*.

George Washington University  
Washington, DC

\$196,661

To support the *Eleanor Roosevelt Papers* project, including completion of Volume 3 of the print edition (*The Cold War Years, 1953-1955*). The project will also publish 66 audio programs and radio scripts to the Eleanor Roosevelt Digital

Edition, and collect and process another 42 sound recordings from the Marr Sound Archives at the University of Missouri-Kansas City.

Rector and Visitors of the University of Virginia  
Charlottesville, VA

\$83,912

To support the *Presidential Recordings* project, including work to complete the program's two-part project focusing on U.S. involvement in Vietnam, for a total of 24 conversations selected from Kennedy's secretly recorded audio files for 1963.

Kentucky Historical Society  
Lexington, KY

\$78,800

To support the *Civil War Governors of Kentucky Digital Documentary Edition*, an annotated, searchable, and freely accessible online edition of documents associated with the governors of the commonwealth for the period 1860-1865. During the proposed grant period, project staff will double proof transcriptions for an additional 1,000 documents, and publish an additional 800 fully-annotated documents in the digital edition.

Massachusetts Historical Society  
Boston, MA

\$39,065

To support a grant to edit *The 17th-Century Wôpanâak Vocabulary from the Notebooks of John Cotton Jr. Digital Edition*, a compendium of words and phrases spoken by the Wampanoag who lived on Martha's Vineyard during the late-17<sup>th</sup> Century. The vocabulary was gathered by New England minister John Cotton, Jr. during the first two years of his mission to Native communities on Cape Cod (1666-78).

#### **STATE BOARD PROGRAMMING GRANTS**

*Grants to strengthen archives and historical records programs in each of the states and build a national archival network.*

Ohio Historical Society  
Columbus, OH

\$31,670

To support work of the Ohio State Historical Records Advisory Board, including regrants for projects related to institutional development, records preservation, and digital access to records; the presentation of awards for History Day projects and significant achievements related to historical records; the distribution of information about the preservation of electronic records; and to collaborate with the Ohio Electronic Records Committee to develop online training focusing on the management and preservation of social media records.

New Mexico Commission of Public Records  
Albuquerque, NM

\$65,000

To support work of the New Mexico State Historical Records Advisory Board, including regrants for implementing professional archival standards, rehousing collections, creating online content, and other activities; regrant application workshops and site visits to monitor regrant projects; workshops that increase the skills of archivists and the level of public awareness about how to care for historical records; and to continue to update its database of the state's archival, historical, and cultural institutions.

Pennsylvania Heritage Foundation  
Harrisburg, PA

\$19,567

To support the work of the Pennsylvania State Historical Records Advisory Board, including the annual Archives and Records Management Seminar, the development of six to eight YouTube videos designed to increase public support for and awareness of historical records programs, creating and distributing 10,000 bookmarks advocating for the importance of preserving electronic records, and the Archives Without Tears (AWOT) workshops, which will be offered throughout the state.

Utah State Archives and Records Service  
Salt Lake City, UT

\$40,000

To support the work of the Utah State Historical Records Advisory Board, including a regrants program focusing on projects that increase access to historical records, ten site visits to provide direct assistance to repositories in the use of archival best practices, four training sessions on the care and management of historical records and digitization., and weekly activities during Archives Month.

Vermont State Archives and Records Administration  
Montpelier, VT

\$80,000

To support the work of the Vermont State Historical Records Advisory Board, including 40 site visits to historical societies and museums in order to create communities that share best practices, 24 workshops and training sessions at locations across the state to share knowledge and encourage the development of regional networks that will offer continuing support, updating the state's online directory of non-profit historical societies and museums to include more finding aids and digital objects, work with archivists and educators to develop curriculum and outreach programs that enhance student and citizen engagement with primary sources, and assist archival repositories with the conceptualization and development of grant applications.

University of Georgia  
Athens, GA

\$40,000

To support the work of the Georgia Historical Records Advisory Council, including a regrants program to support activities that identify, preserve, and provide access to the state's documentary heritage; providing two scholarships for the Georgia Archives Institute; awards recognizing outstanding work in the preservation and use of historical records; and the production and distribution of materials for Archives Month that raise awareness of archival issues and the importance of archives to society.

Tennessee State Library and Archives  
Nashville, TN

\$38,500

To support the work of the Tennessee State Historical Records Advisory Board, including a regrants program that will offer funding for both basic archival assistance and for digitization projects that enhance online access to records, the Tennessee Archives Institute for training archivists from across the state, and free access to online workshops that provide basic information about digitization.

Arizona State Library, Archives, and Public Records  
Phoenix, AZ

\$64,624

To support the work of the Arizona State Historical Records Advisory Board, including a regrants program focused on enhanced professional development, records preservation, and increased online access to collections; the statewide Arizona Archives Summit that brings archivists together to discuss critical archival issues; promotion of Archives Month and National History Day; and series of Archives 101 workshops and emergency and disaster planning workshops.

Massachusetts Secretary of the Commonwealth  
Boston, MA

\$80,000

To support the work of the Massachusetts State Historical Records Advisory Board, including the Roving Archivist program, which will provide initial assessments to 50 new institutions and continuing assistance to 80 institutions; award regrants to support both the purchase of archival supplies and hands-on assistance to process collections; participate in the Massachusetts History Conference; offer online grant-writing and personal digital archiving workshops; and review and enhance the Commonwealth Historical Collaborative directory of cultural institutions in the state.

State Historical Society of Iowa  
Des Moines, IA

\$9,727

To support the work of the Iowa State Historical Records Advisory Board, including review of grant applications for the state's Historical Resource Development Program (HRDP), offer up to five HRDP grant application information and training sessions, and develop a strategic plan for 2019-2022.

Maryland State Archives  
Annapolis, MD

\$20,205

To support the work of the Maryland State Historical Records Advisory Board, including four records management and archives workshops for the state government's Records Officers, three archives awareness events to engage the public and educate them about the importance of archives, four Digitization Days for family records, a public moving image and video conversion workshop, and two summits that will help the board discover the needs of researchers and learn about barriers that limit access to records.

Maine State Archives  
Augusta, ME

\$35,500

To support the work of the Maine State Historical Records Advisory Board, including promotion of digitization projects



that will result in online access to records, a regrants program with an emphasis on Maine's bicentennial in 2020, and workshops about the basics of archives and digitization.

Illinois Secretary of State-Illinois State Archives  
Springfield, IL

\$80,000

To support work of the Illinois State Historical Records Advisory Board, including a regrants program to fund projects that increase access to collections by placing digital images or finding aids online, scholarships to records custodians to attend any electronic records workshop that best fits their knowledge and skill level, and scholarships that will allow archivists to participate in two live webinars focused on the basics of digitization, "Digitization for Small Institutions" and "Workflow and Project Management for Digitization."

Texas State Library and Archives  
Austin, TX

\$25,480

To support the work of the Texas State Historical Records Advisory Board, including two Digital Archives Specialist workshops, a series of webinars and workshops on emergency preparedness and response, a digital Archives Month poster, sponsor and participate in the Houston and Dallas Archives Bazaars and a session on archival records at the Texas State Historical Association meeting, and present awards for achievements related to preserving and providing access to historical records and the use of primary sources in History Day projects.

Colorado State Library  
Denver, CO

\$40,000

To support the work of the Colorado State Historical Records Advisory Board, including a regrants program to assist repositories with their efforts to preserve, digitize, and provide access to historical records, a site visit or coaching session for each regrants project, a workshop directed toward those in need of training in basic archival theory and best practices, and scholarships for workshops and other training programs related to processing, preserving, and providing access to digital records.

Montana Historical Society  
Helena, MT

\$15,321

To support the work of the Montana State Historical Records Advisory Board, including scholarships for training, a one-day workshop at the Montana History Conference, an electronic newsletter distributed to institutions with archival holdings, an Archives Month poster, an Archives Blitz that will bring together several archivists to help process collections at a small and underserved repository, and the Student Traveling Archivist program to provide several weeks of on-site assistance to underserved archival repositories.

Michigan Department of Natural Resources and Environment  
Lansing, MI

\$30,000

To support the work of the Michigan State Historical Records Advisory Board, including 20 on-site institutional assessments that will pair professional archivists with interested repositories, two Basics of Archives workshops, and a regrants program that will allow institutions to apply the lessons learned from the workshops and assessments to their efforts to preserve and improve access to historical records.

Missouri Office of the Secretary of State  
Jefferson City, MO

\$9,372

To support the work of the Missouri State Historical Records Advisory Board, including 14 on-demand workshops covering a wide range of topics that will be offered at locations across the state; the creation of a fillable, six-generation genealogical chart that will be distributed at a variety of conferences, workshops, and other events; and develop a plan of work for the period 2020-2022.

*[The Commission went into Executive Session at 11:30 AM and adjourned at 11:45 AM]*