

SHRAB MEETING HELD IN HELENA

The Montana SHRAB met Thursday, October 23, 2003, at 9 a.m. in the Secretary of State's conference room in the Capital Building, Helena, Montana. Members present were: Jodi Allison-Bunnell, Missoula, Ellen Crain, Butte, Judy Ellinghausen, Great Falls, Peggy Gow, Deer Lodge, Molly Kruckenberg, State Coordinator, Donna McCrea, Missoula, and Lory Morrow, Helena. Judy Strand, Butte Silver-Bow Archives, and Anne Foster, University of Alaska Fairbanks Archives, attended as guests. Sami Pierson, Libby, was unable to attend.

Following the introduction of Judy Strand, Molly Kruckenberg reported on the progress of the current SHRAB administrative grant received from NHPRC. The grant is almost complete. She noted that 100 copies of the SHRAB strategic plan had been reprinted with grant funds and are available for distribution. Kruckenberg will also be updating the forms in the self-assessment manual so it can be reprinted next year. She reminded the board that in the afternoon Anne Foster would be giving a basic archives workshop based on the pamphlet titled "So you have a box of records..." Grant money made possible the printing of this pamphlet with permission from the Wyoming State Historical Records Advisory Board, who created it. Kruckenberg gave the board copies of the pamphlet and said that more are available for distribution. The grant also paid for the printing and mailing of the SHRAB newsletter.

Kruckenberg then reported that October 1st was the grant application deadline for a SHRAB administration grant for 2004. She thought that we should hear by mid-November if we will receive the funding. This grant again included travel expenses for the board for biannual meetings and the distribution of the newsletter. This grant application also includes money for four scholarships to professional and amateur archivists in Montana: two for attending the Northwest Archivist Inc. conference and two for attending the

Montana History Conference. It also includes money for the printing of a poster for Archives Week. Jodi Allison-Bunnell said that she assumed that SHRAB board members were not eligible for the scholarships and Kruckenberg said that this was correct. Donna McCrea asked who would be on the selection committee for the scholarships, and Kruckenberg said that this has not been decided. She suggested that it might be a good idea to have a subcommittee of the board select the scholarship recipients.

Allison-Bunnell then gave the board an update on the Northwest Digital Archives (NWDA) and Northwest Archives Processing Initiative (NWAPI) projects. She mentioned her May report outlining the progress of the grants that she had presented to the board. Allison-Bunnell said the projects are continuing to progress on track. Finding aids are being reviewed and a sample database should be up by January 2004. Right now conference proposals are being prepared to advertise the projects. Allison-Bunnell said that they are looking for additional institutions to join for Phase Two of the grant application. Discussion then followed about what Phase Two might involve in Montana.

Allison-Bunnell next gave an update on Northwest Archivists (NWA) activities. She said that next year NWA plans to host a joint conference with the Pacific Northwest historians in Olympia, Washington, May 6-8, 2004. In 2005, NWA and several other archives organizations plan to meet in Las Vegas, Nevada. She (*cont. page 2*)

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suggested that this conference might present additional educational opportunities and workshops.

Kruckenberg noted that the Society of American Archivists is now offering web seminars. Kruckenberg said that she would start advertising educational opportunities like this in the SHRAB newsletter.

Kruckenberg then reported that there had been no response to the letter that she and the president of the Montana Association of Museums (MAM) had written to the Rocky Mountain Museum of Military History in response to the *Missoulian* article that had indicated that the museum intended to auction donated items. Discussion then followed and board members expressed an interest in finding out if the museum still planned to have an auction. The possibility was discussed of doing a press release about ethics. Board members cautioned that a press release would have to be carefully drafted and be informational. Donna McCrea noted that we needed to be clear about what is ethical. Ellen Crain questioned if the museum had not already held the auction. She suggested that the board contact Alan Matthews and find out if the sale has already taken place.

Allison-Bunnell then reported on the Montana Union list project for NUCMC. She said that there are a total of 4,441 records in NUCMC that had been submitted by Montana institutions: 86% full records and 14% preliminary records.

Kruckenberg then raised the suggestion that the board update its strategic plan because the plan is already five years old and we need to reevaluate the strategic issues and goals of the SHRAB. She said there are grants available to do this. McCrea said that the strategic plan should address electronic records. Others suggested that suggested changes be sent out for review by interested stakeholders, for example: MAM, Montana Library Association (MLA), the Preservation Alliance, and the state Genealogical Society. Kruckenberg suggested holding a meeting to discuss problems and issues. She suggested that at the next meeting the board review the strategic plan and come up with a list of ideas. McCrea suggested that the board invite stakeholders to the meeting or ask if they could send ideas if they cannot afford to attend. McCrea also suggested that the president of the Big Sky ARMA might be asked to attend.

Kruckenberg discussed new conference and meeting possibilities. She gave the board copies of the agenda for the Wyoming SHRAB conference, in Casper, August 4-5, 2003. She noted that the conference offered a variety of sessions including issues from the basics of records management to the care of historical photographs and electronic records issues. She expressed an interest in holding a joint SHRAB conference between Wyoming and Montana or in the Montana SHRAB assisting with the Wyoming conference and trying to make it an annual event. Ellen Crain noted that Wyoming does make money on their conference, but if we got involved it would move us to a new level of activity and work. Kruckenberg said that she was aware of the additional work that such involvement would mean and she thought that we should move slowly. Crain also noted the list of sponsors of the Wyoming SHRAB conference. She suggested that perhaps the Montana SHRAB could sponsor a workshop at the Montana Clerk and Records meeting in Butte in September. Kruckenberg agreed to contact Mary McMahan, the chairman of the Montana Clerk and Records, and to plan on giving a session on managing older records. The board discussed getting grant funds to support the Wyoming conference.

Allison-Bunnell asked if the board had read recent articles in the *Missoulian* regarding access to public records. She suggested that we might want to encourage the Montana Newspaper Association to do a similar survey of access to historical records. Donna McCrea suggested using history students from the universities to do the survey. A discussion ensued about the pros and cons of such a survey and the best people to do the survey.

Members of the board discussed the feasibility of holding the next meeting in conjunction with the conference or meeting of another professional group, for example the Museums Association of Montana (MAM) in Miles City or the Montana Library Association (MLA) in Bozeman in April 2004. Allison-Bunnell suggested that a meeting in conjunction with the MAM meeting might be more possible because she was sure that the MLA's conference agenda was already set. Kruckenberg agreed to look into the possibilities and inform the board of the final meeting date.

The meeting adjourned at 11:30 am.

NOTHWEST ARCHIVISTS TO MEET IN WASHINGTON

For the first time in many years, the Northwest Archivists, the Northwest Oral History Association, and the Pacific Northwest History Conference are meeting together. The theme for the joint conference, "Collaborations: Recording, Researching, and Writing Pacific Northwest History," recognizes the importance of each of these groups in the preservation and interpretation of our regional history.

The Program committee welcomes proposals for individual presentations or entire sessions that approach topics in Northwest history from this collaborative perspective. As is traditionally the case, the program committee also welcomes proposals for papers and sessions on any topic related to the history of the Pacific Northwest or to issues and methods of information retrieval and storage. Sessions are 90 minutes long and usually have a chair and commentator as well as two or three presenters.

Send proposals by November 30, 2003, to Jerry Handfield, State Archivist, Washington State Archives and Records Management, P.O. Box 40238, Olympia, Washington 98504-0238 or jhandfield@secstate.wa.gov.

UPCOMING EVENTS

Dec. 11-12	Establishing Records Management Programs Workshop, Great Falls
Apr. 24-27	Montana Library Association Conference, Bozeman
Apr. 26-27	Museums Association of Montana Conference, Miles City
May 6-8	Northwest Archivist Annual Conference, Olympia, WA
June 3-4	Society of Rocky Mountain Archivists Conference, Laramie, WY

TWO PUBLICATIONS NOW AVAILABLE FROM SHRAB

Two new publications are available from the Montana SHRAB. Funds from an administrative grant from the National Historical Publications and Records Commission allowed the SHRAB to reprint its 1995 strategic plan, *Records At Risk*. This plan outlines the issues and priorities the SHRAB identified as critical to historic records in Montana. One hundred additional copies of the plan have been printed.

A pamphlet entitled "So You Have a Box of Papers..." has also been printed by the SHRAB, with funds from NHPRC.

This pamphlet addresses, in a basic fashion, what to do with collections

that you own or that have been donated to your institution. The pamphlet was originally published by the Wyoming State Historical Records Advisory Board with funds from NHPRC and was reprinted with their permission.

Both of these publications are available free of charge. To receive a copy or copies, contact Molly Kruckenberg at the Montana Historical Society at 444-7482 or mkruckenberg@state.mt.us.

YNP ARCHIVES TEMPORARY CLOSURE

Access to the Yellowstone National Park museum collections and photograph archives has been curtailed in order to allow staff to prepare for the move to the new Yellowstone Heritage and Research Center (HRC) during Summer 2004. The park's archives and library will also be closing in mid-December 2003 in order for those areas to begin preparations. The HRC will be a new 30,000 square foot facility that will house the park's 5 million item archives, library and museum collections; provide temporary exhibit space; and provide much better researcher access to all aspects of the park's collections. All areas plan to re-open to researchers by October 2004.



"So You Have a Box of Papers..."

Montana Archivist

Montana State Historical
Records Advisory Board

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RECORDS MANAGEMENT WORKSHOP SPONSORED BY THE OFFICE CENTER

The Office Center of Great Falls is sponsoring a two day workshop given by Dr. Mark Langemo, CRM, of the University of North Dakota. The workshop, entitled "Establishing & Managing Successful Records & Information Management Programs," will provide step-by-step information for implementing organization-wide records and information management programs. For information on cost and registration, please contact Rett Holler at The Office Center, at (406) 761-3449 or bigdaddy@sofast.net.

NAME CHANGE

Molly Miller, State Coordinator for the SHRAB was recently married and has changed her name. Her new name is Molly Kruckenberg. She can still be reached at 444-7482, but her email has changed to mkruckenberg@state.mt.us. Please address all correspondence to this new name and address.

SHRAB RECEIVES ADMINISTRATIVE GRANT FROM NHPRC

The SHRAB is pleased to announce that for a second year we have received administrative funding from the the National Historical Publications and Records Commission. This funding will assist in covering operating expenses for the SHRAB as well as educational opportunities for archivists in Montana.

This grant will provide funds for SHRAB members to attend the biannual board meetings, printing and duplication costs for the *Montana Archivist*, and funding for various education opportunities. With these funds the SHRAB will again sponsor an archives-related workshop in conjunction with the annual Montana History Conference and Archives Week.

We will also provide four scholarships for professional development. Two scholarships each will be available for the Northwest Archivists conference and the Montana History Conference. For information on the scholarships or other issues related to this grant, please contact Molly Kruckenberg at 444-7482 or mkruckenberg@state.mt.us.