

**National Historical Publications and Records Commission  
Executive Summary Minutes  
of November 14, 2013**

The meeting was called to order by David S. Ferriero, chairman, at 11:00 am in the Archivist's Board Room of the National Archives in Washington, DC.

*Commission Members present:*

David S. Ferriero, Chairperson  
Stephen P. Randolph  
Nicole Saylor  
Raymond Smock

*Via Teleconference*

James Ceaser  
Peter Gottlieb  
F. Gerald Handfield  
Karen L. Jefferson  
Erin Mahan  
George Miles  
Will Thomas  
Rodger Stroup

*NHPRC staff present:*

Kathleen Williams, Executive Director  
Lucy Barber  
Jeff de la Concepcion  
Timothy D.W. Connelly  
Keith Donohue  
Christine Dunham  
Alexander Lorch  
Nancy Melley  
Daniel A. Stokes

*Guests and Attendees*

Charlene Bickford, First Federal Congress Project  
Erin Cousins, Department of State  
David Haury, Council of State Archivists  
Bruce Ragsdale, Federal Judicial Center

**I: Welcome, Announcements, Agenda**

Mr. Ferriero opened the meeting and greeted the Members, staff, and guests. *Mr. Ferriero called for adoption of the agenda and approval of the minutes of the May 2013 meeting, and both motions were passed by unanimous consent.*

**II. Executive Director's Report**

Ms. Williams opened with a discussion of the FY 14 Budget under the Continuing Resolution. She explained that without actual appropriations, the best course is to proceed with an estimated appropriation of \$4.7

million for the year. In the event of sequestration or any other reductions to the budget, staff will address the remaining available funds at the May 2014 meeting.

The NHPRC received 70 applications this grant cycle requesting support of approximately \$5.6 million in Federal funds. During the course of the review process 4 applicants withdrew or were deemed ineligible. Staff is recommending support for 44 proposals totaling \$2,283,079 in Federal awards for projects in 32 states, territories, and the District of Columbia.

Due to the government shutdown, staff altered its preparations for this meeting with abbreviated reports for 38% of the proposals. We plan on going back to full reports at the next meeting. She noted the successful launch of Founders Online this past June and our ongoing efforts to work with individuals and organizations to spread the word. Finally, she noted the beginning of new fundraising efforts, including a plan to work with the Calderon Foundation to work with archival organizations and historical records repositories in Puerto Rico.

Ms. Jefferson remarked that she was pleased with the efforts in Puerto Rico, and Dr. Ceaser was encouraged by the prospect of NHPRC helping to raise funds in support of some publishing projects which have recently lost private sector support.

### **III. ADE Presentation**

Robert Karachuk, the new education director for the Association for Documentary Editing, gave a presentation on the Institute for Historical Editing, including findings from the previous years' meetings, and plans for an increased emphasis on digital publishing and expanding workshops online. Ms. Cousins, an alumnus of the 2012 Institute, shared her enthusiasm for the Institute, particularly on the value of networking and developing new techniques. Mr. Randolph agreed, noting that project management is the key in new digital initiatives and that the highest yield from the Institute may well revolve around the conversion to digital publishing. Several Commissioners weighed in on the importance of good project management.

*The Commission adjourned for lunch from 12:20 to 1:00 pm.*

### **IV. State Historical Records Advisory Boards**

Mr. Stokes summarized the key findings from his written report on State Historical Records Advisory Boards. Ms. Jefferson asked about the level of professional development and training at the state and local levels, and Mr. Stokes said that it varies. A general discussion followed about how SHRABs might work with state legislatures, and the Commissioners shared their advice on how state board members could inform legislators of the work being done by archives and records repositories. In answer to a question about the Basic and Supplemental funds categories in the SNAP program, Mr. Stokes explained that all states were eligible for basic board activities, administrative costs, and workshops (with a \$15k cap) and that Supplemental grants are more competitive.

The Commissioners then discussed how little money is available to meet the needs, particularly for training. Ms. Williams said that staff is considering ways to broaden workshops, perhaps through sharing standard workshops, and Mr. Gottlieb agreed this might be a possible alternative for using small amounts of money to reach broader audiences. Dr. Barber pointed to the Municipal Clerks pamphlet project as a way to publish training materials online, and Ms. Jefferson said that in Georgia several organizations co-sponsored training.

When asked to share their experiences in the states, Mr. Stroup said that leadership is an issue, pointing to retired South Carolina state archivist Roy Tryon as an exemplar of a champion for a SHRAB. Mr. Handfield shared his experiences as coordinator in two states, saying that without NHPRC only half of the SHRABs would survive. Mr. Ferriero asked if the SHRABs had ever formally reflected on the impact of funding in the

states, and Mr. Stokes pointed to CoSA surveys. Mr. Handfield used the example of state historical records assessments from the 1980s and 1990s as a metric for success.

## V. Report to the President

The Archivist opened the discussion of the Report to the President with the observation that the most recent one was 35 years ago and it is about time to do another, to shift focus to the other end of Pennsylvania Avenue. The report calls for a shift in the Commission's work to what's going on in the world and to align the Commission more closely with the National Archives and how the Commission can support the goals of Open Government and the Digital Government Strategy.

Dr. Smock was pleased with the new draft of the report and wondered if it would include an appendix with a record of NHPRC accomplishments, and Mr. Handfield recommended graphs showing the impact of NHPRC grants. Dr. Thomas felt that it needed a "grand challenge" statement about the importance of preserving and making accessible historical records in a digital form.

Mr. Gottlieb expressed his pleasure in seeing an expansion of the partnership with the states and wondered whether the emphasis on digital government remained a salient argument with the White House. Mr. Ferriero said yes and that, ironically, the focus on digital government has been mainly in the international sphere but that the Administration should also look within the United States and to partners at the state and local levels.

The next steps for the report are to move it to production and have a copy ready to be submitted to the White House by the end of the calendar year. Ms. Williams said that staff will look at developing new programs reflected in the document, and Mr. Ferriero asked staff to develop a communications plan. Mr. Handfield observed that one additional strategy may be to show the risks of what might happen if action is not taken, what is the danger to democracy.

## VI: Proposal Review

### ***Publishing Historical Records***

*PC50089 Yale University* – George Miles

*PC50093, PC 50095 and PC50099 University of Virginia* -- James Ceaser, Erin Mahan

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

### **PUBLISHING HISTORICAL RECORDS –Colonial and Early National Period**

Massachusetts Historical Society

Boston, MA \$133,388

To support a project to edit *The Papers of John Adams*.

Princeton University

Princeton, NJ \$121,588

To support a project to edit *The Papers of Thomas Jefferson*.

George Washington University

Washington, DC \$152,582

To support a project to edit *The Documentary History of the First Federal Congress*.

Yale University

New Haven, CT \$154,894  
To support a project to edit *The Papers of Benjamin Franklin*.

Trustees of Columbia University  
New York, NY \$109,536  
To support a project to edit *The Papers of John Jay*.

University of Virginia  
Charlottesville, VA \$105,231  
To support a project to edit *The Papers of James Madison*.

University of Virginia  
Charlottesville, VA \$45,183  
To support a project to edit the *Dolley Madison Digital Edition*.

University of Wisconsin  
Madison, WI \$136,114  
To support a project to edit *The Documentary History of the Ratification of the Constitution*.

University of Virginia  
Charlottesville, VA \$121,986  
To support a project to edit *The Papers of George Washington*.

#### **STATE AND NATIONAL ARCHIVAL PARTNERSHIP GRANTS**

Ohio Historical Society  
Columbus, OH \$23,361  
To support the state historical records advisory board and its training, awards, and statewide regrant programs.

Minnesota Historical Society  
St. Paul, MN \$30,200  
To support the state historical records advisory board meetings, training scholarships, and a statewide regrant program.

Friends of the California Archives  
Sacramento, CA \$22,050  
To support the state historical records advisory board and an archival consultant to create curricula to be used for workshops and webinars on managing an archival repository.

North Carolina Department of Cultural Resources  
Raleigh, NC \$15,000  
To support basic funding for the state historical records advisory board, including a project to design, test, and formalize an educational program that will instruct and train archives professionals in the methodologies and approaches of its successful Traveling Archivists Program.

State Historical Society of Wisconsin  
Madison, WI \$25,266  
To support basic funding for the state historical records advisory board and its training and awards programs.

Florida Department of State,  
Division of Library and Information Services  
Tallahassee, FL \$4,000  
To support basic funding for the impletion of a new strategic plan for the state board and participation in a national archival organization.

State Historical Society of Iowa  
Des Moines, IA \$12,500  
To support basic funding for board meetings, site visits and informational sessions, and participation in a national archival organization.

Indiana Commission on Public Records  
Indianapolis, IN \$37,750  
To support basic funding for the state historical records advisory board, a student intern, a series of workshops, outreach activities, and a statewide regrant program.

Montana Historical Records Advisory Board  
Helena, MT \$12,560  
To support basic funding, including a Traveling Student Archivist Program, two board meetings, scholarships for attending training opportunities, and participation in a national archival organization.

Kentucky State Historical Records Advisory Board  
Frankfort, KY \$26,022  
To support basic funding, including board meetings, the Archives Month Coordinating Committee, continuing education workshops, and participation in a national archival organization.

Maryland State Archives  
Annapolis, MD \$4,317  
To support basic funding to provide services of an archivist to assist government administrators of the City of Baltimore to improve departmental record programs and to assist local governments with the preparation of emergency disaster plans.

South Dakota Department of Tourism  
Pierre, SD \$5,591  
To support basic funding including a workshop, two board meetings, and a statewide regrant program.

Colorado Historical Records Advisory Board  
Denver, CO \$28,000  
To support basic funding including board meetings, workshops and webinars, and a statewide regrant program.

Utah State Historical Records Advisory Board  
Salt Lake City, UT \$30,535  
To support basic funding, including a program to microfilm city and county commission minutes, and a statewide regrant program.

Kansas State Historical Society  
Topeka, KS \$29,990  
To support basic funding for the state historical records advisory board, six board meetings, workshops, and Archives Month materials.

Wyoming Department of State Parks and Cultural Resources

Cheyenne, WY \$48,800  
 To support basic funding for the state historical records advisory board, including the development of a new strategic plan, workshops, a statewide regrant program, and participation in a national archival organization.

Texas State Library and Archives Commission  
 Austin, TX \$12,512  
 To support basic funding for the state historical records advisory board, including board meetings, Advocating for Archives workshops, an Archives Month poster, and participation in a national archival organization.

Idaho State Historical Society  
 Boise, ID \$17,350  
 To support basic funding for the state historical records advisory board, including a board meeting, planning consultant, and a statewide regrant program.

Nebraska State Historical Society  
 Lincoln, NE \$13,994  
 To support basic funding for the state historical records advisory board, including a Traveling Student Archivist Program in partnership with the University of Nebraska-Omaha Library Science program.

Mississippi Department of Archives and History  
 Jackson, MS \$35,282  
 To support basic funding for the state historical records advisory board, including a summer internship program for graduate students, workshops, Archives Month activities, a county records inventory and technical assistance project, and programming to assist the state's community colleges and historically black colleges and universities.

State Historical Society of North Dakota  
 Bismarck, ND \$12,282  
 To support basic funding for the state historical records advisory board, including microfilming and indexing county records, and participation in a national archival organization.

Missouri Office of the Secretary of State  
 Jefferson City, MO \$55,867  
 To support basic funding for the state historical records advisory board, including several workshops on topics such as digitization and the preservation and delivery of electronic records and two best practices posters.

Library of Virginia Foundation  
 Richmond, VA \$21,408  
 To support basic funding for the state historical records advisory board, including its fourth statewide workshop for local historical and genealogical societies, an Advocating for Archives workshop, and a small regrant program.

Maine State Archives  
 Augusta, ME \$75,075  
 To support basic funding for the state historical records advisory board, including a project director, travel, participation in a national archival organization and a statewide regrant program.

American Samoa Historical Records Advisory Board  
 Pago Pago, AS \$5,000

To support the reestablishment of the American Samoa historical records advisory board and to undertake strategic planning.

Tennessee State Library and Archives  
Nashville, TN \$37,750

To support basic funding, including board meetings, a statewide regrant program, an Archives Institute, and participation in a national archival organization.

University System of Georgia  
Atlanta, GA \$10,960

To support basic funding for the state historical records advisory board, including board meetings, an awards program and Archives Month activities, and participation in a national archival organization.

Massachusetts State Archives  
Boston, MA \$37,750

To support the salary of a project archivist who will provide on-site assistance to records repositories, a statewide regrant program, and participation in a national archival organization.

## **DIGITIZING HISTORICAL RECORDS**

University of Tennessee  
Knoxville, TN \$19,302

To support the *World War II Oral History Migration Project*, an eighteen-month project to digitize approximately 563 hours of interviews and 6700 pages of interview transcripts with participants in World War II.

Regents of the University of California, San Diego  
San Diego, CA \$93,191

To support the *Scientist in Society: Digitizing the Leo Szilard Papers*, a two-year project to digitize series from the Leo Szilard Papers and the Leo Szilard/Aaron Novick Research Files. Szilard successfully demonstrated nuclear fission and patented a nuclear reactor with Enrico Fermi and was instrumental in the creation of, and worked on, the Manhattan Project. After World War II, Szilard pioneered the study of molecular biology with Aaron Novick.

Bowdoin College  
Brunswick, ME \$150,000

To support the *Oliver Otis Howard Papers Digitization Project*, a three-year project to digitize approximately 148,200 pages of manuscript material from General Oliver Otis Howard, Civil War general, Commissioner of the Freedman's Bureau, and third president of Howard University in Washington, DC.

Cornell University  
Ithaca, NY \$83,801

To support *Cornerstones in American Middle Class: Historical Collective Bargaining Agreements Project*, a two-year project, on behalf of the Kheel Center for Labor Management Documentation and Archives, to digitize 84,000 pages comprising 1,660 collective bargaining agreements representing labor/management issues from the educational and retail industries from the 1880s until the 1980s.

Center for Jewish History  
New York, NY \$101,249

To support *Digitizing American Soviet Jewry Movement Collections*, a 17-month project to digitize over 75,000 pages of trip reports, photographs and posters, and 500 hours of interviews and speeches related to the Jews emigrating from the former Soviet Union.

Connecticut Historical Society  
Hartford, CT

\$35,126

To support *Digitizing Early Connecticut Manuscript Collections*, a project to digitize approximately 118,000 microfilm pages from 11 collections documenting the life, business, and politics in the colonial, Revolutionary, and early national period.

Friends of the California Archives  
Sacramento, CA

\$28,736

To support *For Their Protection: Digitizing California's 19<sup>th</sup> Century Trademark Files*, a project to digitize approximately 24,000 pages from the collection of Trademark Registrations and Specimens, Old Series, 1861-1900. Included in the collection are trademarks and specimens that include Levi Strauss & Co. jeans, early California wineries' bottle labels, Kentucky bourbon distilleries labels, 19<sup>th</sup> century medicines and tonics, and the original trademark registered to Anheuser Busch for its Budweiser lager.

### VIII: Other Business

Dr. Smock read a Resolution passed by the Association for Documentary Editing in honor of retiring Publications Director Timothy Connelly. In addition, *the Commission voted unanimously to accept the following resolutions:*

**TIMOTHY CONNELLY** joined the National Historical Publications and Records Commission in December 1984 after serving for nearly two years at the National Archives. In 1996, he was appointed Director for the Publications program, and he has served with great distinction in that role for over 17 years. In this role, he managed all of the documentary editing projects and has been a fixture at the Institute of Documentary Editing. Through all these years, he has earned the respect and admiration from researchers, scholars, and editors in the field and his colleagues here at the NHPRC.

Dr. Connelly made his first visit to the National Archives early in 1957 when he was but a small and confused little boy. He earned his B.A. and M.A. from American University and his Ph.D. in History from the University of Maryland. It is impossible to replace his institutional memory, his thorough and detailed knowledge of the projects and the field of historical documentary editing, or his command of the byzantine history of the Commission and the National Archives. Dr. Connelly will be very much missed, and the Commission thanks Tim for his dedicated service and contributions to its programs with our sincere respect and affection.

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**JAMES CEASER** joined the National Historical Publications and Records Commission in December 2008 and has served with distinction for the past five years as a Presidential appointee. Dr. Ceaser is Professor of Politics at the University of Virginia, where he has taught since 1976, and he has been a visiting fellow at the Hoover Institute. After receiving a doctorate in American politics from Harvard University, he has written several books on American politics and political thought, including *Presidential Selection*, *Liberal Democracy and Political Science*, *Reconstructing America*, and *Nature and History in American Political Development*. A frequent contributor to the popular press, he often comments on American Politics for the Voice of America.

Dr. Ceaser brought that political acumen and broad knowledge of American history to his role on the Commission. He frequently challenged assumptions and defended the role of scholarship and tradition, but always with warm collegiality and sincerity. Often the voice of reason, he helped shape the direction of public policy in Federal support for access to historical records. Dr. Ceaser will be very much missed, and the Commission thanks Jim for his dedicated service and contributions to its programs with our sincere respect and affection.

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Following those remarks, the Commission then asked that future meetings be conducted face to face, if possible, and Mr. Ferriero said that he will try, given funding availability.

*[The Commission went into Executive Session at 2:40 PM and adjourned at 2:45 PM]*