

**National Historical Publications and Records Commission  
Executive Summary Minutes  
of November 16, 2017**

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  
Erin Mahan  
Dennis Meissner  
George Miles  
Kaye Lanning Minchew  
Naomi Nelson  
Stephen P. Randolph  
Nicole Saylor  
Michael Stevens

*NHPRC staff*

Maria Carosa Stanwich, Acting Executive Director  
Lucy Barber  
Jeff de la Concepcion  
Keith Donohue  
Alexander Lorch  
Darrell Meadows  
Nancy Melley  
Annette Paul  
Daniel Stokes

*Guests and Attendees*

Winston Bowman (for Jeremy Fogel, Federal Judicial Center)  
Mary Jo Binker, Eleanor Roosevelt Papers  
Robyn Engibous, Deputy Chief of Staff, Senator Sullivan  
Paul Fitzgerald, Chief of Staff for Congressman Mark Meadows  
Sarah Koonts, Director, North Carolina State Archives  
Donald Waters, Andrew W. Mellon Foundation

**I: Welcome, Announcements, Agenda**

Mr. Ferriero opened the meeting and greeted the Members, staff, and guests. He outlined accomplishments over the past six months guided by Strategic Plan: NHPRC-Mellon Digital Edition Publishing Cooperatives planning grants; the first round of Major Initiatives; the Federal/state government E-mail symposium; and first steps in our revised partnership with the State Boards. He also noted the departure of Executive Director Kathleen Williams, in August for the National Gallery of Art and Steve Randolph, who is retiring as The Historian of the Department of State and

from the Commission. He then introduced Maria Stanwich as Acting Executive Director (she will update on recruitment process for a new Executive Director).

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

*Mr. Ferriero called for adoption of the agenda and approval of the minutes of the May 2017 meeting, which were approved by unanimous consent.*

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

Ms. Stanwich introduced herself to the Commissioners and thanked the staff for their assistance in briefing her on the work of the Commission. She provided a copy of the recruitment announcement for a new Executive Director, which will be posted on November 17, and encouraged the Commissioners to help in the recruitment efforts.

Ms. Barber discussed the financial summary, explaining that grant recommendations were based on a \$4 million budget in lieu of final appropriations. Mr. Fitzpatrick expressed his hope that the final budget will be more than \$4 million and that a budget will be in place before the end of the calendar year. On a separate note, Ms. Barber reported on the working agreement with the Library of Congress to link digital facsimiles of documents from their Hamilton Papers collection to and from the transcriptions on Founders Online. This partnership may lead to other such arrangements for the other Founders.

The remainder of the Executive Director's report was structured around the Strategic Plan, with staff reporting on discrete programming in response to its Goals.

*Goal One is to Connect the National Archives with the nation's archives.*

Mr. Meadows highlighted the progress made on the partnership with Mellon Foundation on Digital Editions Publishing Cooperatives. Eleven submissions were made against the July 2017 deadline, exceeding expectations. He thanked the Commission members for their review and input, and he announced a five-session symposium, "Primary Sources and the Historical Profession in the Age of Text Search," which he organized for the upcoming January 2018 meeting of the American Historical Association. Part of the ongoing Publishing Initiative, this symposium seeks to advance necessary conversations related to the emerging field of digital history among historians, digital humanists, educators, research librarians, archivists and documentary editors. Mr. Meissner observed that the Publishing Cooperatives proposals fell into two camps: on gathering joint resources and on methodologies. Mr. Meadows said that the program was open to both kinds of approaches.

Reporting on the subject of email preservation and access, Ms. Melley described the September 15 symposium hosted by NHPRC in partnership with the Council of State Archivists. Great conversations among the 29 archivists and records managers led to discovery about new tools and possible pitfalls of existing tools in email preservation and access. Another major takeaway was how such records must be managed both manually and through automated systems. She led a discussion regarding email archival practices at the Best Practices Exchange conference in Boston, and will lead

a session for National Archives staff. The case studies eventually will be published on the NHPRC website.

In July at the Council of State Archivists annual meeting in Boise, Idaho, Mr. Stokes facilitated a state board symposium attended by 30 individuals representing 25 states. They discussed the role of the states, individual issues among the states, and the states as a network. Two days later they met again to share information about grant review, annual reports, board training, and member recognition. After the meeting, CoSA formed a Task Force on State Boards. Its issues go beyond the roles of the state boards to including the relationship of state archives and the National Archives. Mr. Ferriero asked Mr. Stokes to share the report with the whole commission.

Ms. Barber concluded the discussion on publishing and disseminating findings on best practices by sharing the draft report on Digitizing Historical Records, highlighting its key findings on digitization costs and the use of in-house or contracted vendors. Mr. Randolph remarked that they are working on some of the same questions at the State Department.

*Goal Two is to expand access to the nation's historical records.*

Mr. Lorch reported on Major Initiatives, designed to be large-scale and innovative collaborations, and Archival Projects, designed to fund smaller projects through lower cost-sharing requirements. The initiative seems to be producing the desired results. Over the first cycle of the Archival Projects category, a total of 90 applications were received, and about 60 percent were first-time applicants. In Major Initiatives, 33 preliminary applications were reviewed, of which eight submitted full proposals. Five were recommended for funding.

In order to keep the project successful, we must continue to market the program through individual contact with major institutions and work with AASLH, SAA groups of interest, and others, using examples drawn from the Major Initiatives funded at this meeting.

Mr. Meadows briefly discussed a recent example of our Strategic Plan Goal 2 tactic on data sharing and possible API development. As part of the FY 2018 Founders Online cooperative agreement, our UVa partners and NARA staff are already working to make the FO metadata available via Data.gov under a Creative Commons license. Creation of an API for Founders Online will be given further consideration this coming year.

*Goal Three is to increase Public Engagement.* Ms. Melley reported on the wide variety of projects in the funding category from building community archives to Alabama's program to educate 900 third-fifth grade teachers in using primary source. She and Ms. Barber have an advisory group on the types of projects, outreach, and application revision.

*Goal Four is to enhance the capacity of small and diverse organizations.* Ms. Barber noted that we have folded this into all of the funding programs, streamlined the application process, provided (and will provide) workshops, and will survey applicants and potential applications this winter.

Mr. Ferriero thanked the staff and lauded the real progress on the Strategic Plan.

#### **IV. Executive Committee Report**

Mr. Randolph seconding Mr. Ferriero on progress of the Strategic Plan, especially during a transition. He then turned to the Grant Announcements for approval. A general discussion followed about the desire for new projects to produce “robust” digital editions, but the final language proved difficult to obtain.

*The Commission approved the grant announcement for the State Board Programming grants. It tabled the announcement for the Publishing Historical Records in Documentary Editions grants and asked staff to revise and resubmit to the Executive Committee for final approval.*

The following Resolutions were made:

**KATHLEEN WILLIAMS** joined the National Historical Publications and Records Commission in 2004 as Deputy Executive Director and became its Executive Director in 2008, serving a total of more than 13 years. She had previously worked at the Smithsonian Institution Archives, and her career has included stints at the Corcoran Gallery of Art and the Museum of Fine Arts, Houston. Ms. Williams holds degrees from the College of the Holy Cross and Goucher College. She is a Fellow of the Society of American Archivists.

Under her leadership, she modernized the grants management process and streamlined and improved the application review process for the Members of this Commission. New grants programs for digitizing historical records, public engagement with primary sources, Major Initiatives, and the Archives Leadership Institute are the creative results of her vision and leadership. Ms. Williams was the major force behind the complex collaboration that conceived of, designed, and created widely-praised Founders Online. Some 4.5 million visitors have used the online database since its launch in mid-2013. Through her initiative, the Commission undertook a Strategic Planning process to reimagine its mission and programs as well as its importance to the National Archives.

Through her dedication and determination, Ms. Williams has helped change the way archivists and editors work and how researchers and the public access our history. Often constrained by limited resources, the NHPRC nevertheless has been able to help move the archives and historical editing community into a digital future. Kathleen is very much missed, and the Commission thanks her for her dedicated service and contributions to its programs with our sincere respect and affection.

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**STEPHEN P. RANDOLPH** joined the National Historical Publications and Records Commission in May 2012 and served with distinction for five years as representative for the Department of State. As The Historian of the U.S. Department of State, Dr. Randolph is responsible for providing historical analysis and support to policy makers as well as publishing the *Foreign Relations of the United States* series, which has documented American foreign relations since its inception in 1861. He has done an extraordinary job in accelerating the pace of publication while maintaining the highest standards of excellence. Prior to his arrival in the Department of State, Dr. Randolph served on the faculty at the Industrial College of the Armed Forces at the National Defense University. A graduate of the United States Air Force Academy, he served 27 years on active duty, including flying missions in Operation Desert Storm, and later serving on the Joint Staff, retiring as a colonel. We thank him for a lifetime of service to the nation.

Dr. Randolph has been an essential part of the evolution of the Commission, serving on its Executive Committee, most lately as its Chair. Both behind the scenes and around the Commission table, he led the Strategic Planning effort and other initiatives which have reshaped our work. Through it all, he was affable but determined, open to new tools and technologies in service to providing access for the American people to the records of their government. He will be remembered for his steadfast integrity to the mission. Steve will be very much missed, and the Commission thanks him for his dedicated service and contributions to its programs with our sincere respect and affection.

## **VII. Mellon Partnership**

Mr. Waters made a presentation on the Digital Editions Publishing Cooperatives joint Mellon-NHPRC program. He was gratified to hear references on other Mellon-supported programs during the morning's discussions and felt that we are marching in the same direction. He began the discussion by observing that while technology is moving fast it is doing so in a structured way. No longer is the scholar doing isolated work the model, but now digital editions involve other colleagues, graduate students, and even undergraduates in using primary source materials. While the initiative began with an emphasis on publication, what has emerged from the planning grant application process, he observed, is that workflow processes and tools are no less important, and perhaps more so, than publication. Digital edition-making is a process, where the tools are stitched together to create new workflows that lead to collaboration for sustainability.

Mr. Meadows summarized the review process for the proposals, including Mellon-NHPRC feedback to the applicants to push applicants to articulate more clearly their respective goals and rationales for the proposed collaboratives, and to develop more substantive planning year activities. Mr. Ferriero expressed appreciation for the variety of institutions involved and the need to promulgate best practices from the collaborative process. He later advised the team to create a communication plan for the partnership, once the grants are announced in the new year.

Mr. Stevens asked what success might look like, and Mr. Meadows noted that success will be in new, collaborative ways of working that meet the developmental, preservation, and access needs of new and emerging digital edition projects. For many of the participating NHPRC-funded projects as well, the Cooperatives initiative is an opportunity to provide broad access to online editions in a sustainable, discoverable, and interoperable digital edition ecosystem. The Cooperatives are not necessarily end-to-end partnerships in the mode of print documentary editions but, as Mr. Meissner observed, some will take a "slice" of the process and make it extensible.

*The Commission adjourned for lunch at noon and returned at 12:30.*

## **VIII: Proposal Review**

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

*RC0100251, University of Georgia – Minchen*

**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.*

Moving Image Preservation of Puget Sound

Seattle, WA

\$116,700

To support a collaboration with the Seattle Municipal Archives, Seattle Public Library Special Collections, University of Washington Ethnomusicology Collections, and University of Washington Special Collections to process and create online descriptions for four videotape collections, digitize 1,228 tapes and make them available online, and train a representative at each institution in best practices and methods in digital conversion of videotape. Collections include the Seattle Channel Collection on community and cultural affairs; the Donald Schmechel Oral History Collection of oral histories of 65 individuals prominent in Seattle's growth; the Vi Hilbert Collection on coastal Salish language, songs, stories, and culture; and the Doris Chase Collection on Northwest women's issues.

University of New Orleans

New Orleans, LA

\$201,747

To support a partnership with the University of Alabama and Cornell University to digitize and provide online access to at least 40,000 fugitive slave ads from U.S. newspapers, 1807-1865. The project will also create an educators portal, create a museum kiosk for visitors to engage with the records, and develop and apply enhanced GIS to aid in the mapping of fugitive slave locations and migrations over time. This project will enhance a database of fugitive slaves in North America based on information contained in newspaper advertisements placed by the enslavers.

University of Georgia Research Foundation, Inc.

Athens, GA

\$216,280

To support a partnership with the American Archive of Public Broadcasting to digitize and make available online 3,477 (approximately 4,000 hours) of public radio and television programs (1941-1999) submitted for Peabody Awards by 230 stations across the country. The Peabody Awards honor the most powerful and enlightening stories in television, radio, and online. Archivists at the University of Georgia's Brown Media Archives will collaborate with the American Archive of Public Broadcasting Library, which is a partnership of the Library of Congress and WGBH Education Foundation. Documenting local, state, and national history, the collection ranges from children's programming to documentary to news series.

Regents of the University of California

Merced, CA

\$308,900

To support a project that will digitize approximately 180,000 pages and 2,000 photographs from 20 County Cooperative Extension Reports. These reports date from 1913 through the 1960s and contain summaries and detailed narratives by farm advisors and home demonstration agents which document rural life and the development of communities and the region. The project will also arrange a minimum of 100 linear feet and create a demonstration project using the records to engage Merced County 4-H students in tagging and curating digital records. As part of their work, UC Merced will develop a searchable interactive map of county information using ArcGIS Story Maps platform or the Leaflet library and the Calisphere API.

California State University, Dominguez Hills  
Dominguez Hills, CA

\$238,520

To support a project to digitize and make accessible 10,400 archival records relating to 20<sup>th</sup> century Japanese-American history from 19 collections, including photographs, organization and family manuscript collections, and oral histories held at eight institutions throughout California. While spanning the 1920s through the 1980s, the collections to be digitized will emphasize World War II interment and post-war years as part of the California State University Japanese American Digitization Project. Densho, an organization committed to preserving Japanese American History, will partner with project participants to build and enhance a Names Registry, an online, searchable database of those Japanese Americans forced to relocation camps.

### **STATE BOARD PROGRAMMING GRANTS**

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

Alaska Department of Education and Early Development  
Juneau, AK

\$20,000

To support the Alaska Historical Records Advisory Board's programs, including a webinar on electronic records management, a digital Archives Month poster focusing on electronic records issues, and the initiation of a Digitization Archivist Program to increase online access to Alaska records.

Friends of the California Archives  
Sacramento, CA

\$24,100

To support the California Historical Records Advisory Board's programs, including a new strategic plan and workshops and webinars for repositories that wish to enhance their online presence and increase the public's use and understanding of archival records.

Colorado Historical Records Advisory Board  
Denver, CO

\$40,000

To support the Board's programs, including a regrant program, two "Archiving Colorado 101" workshops, and a mentoring program that will offer one-on-one assistance through a series of site visits. .

Connecticut State Library  
Hartford, CT

\$80,000

To support the Connecticut Historical Records Advisory Board's programs, including a Traveling Archivist Implementation grant program, basic digitization training for those working at cultural heritage institutions, Connecticut History Day, and Archives Month.

University of Georgia  
Athens, GA

\$40,000

To support the Georgia Historical Records Advisory Board, including regrant, scholarships to attend the Georgia Archives Institute, and an archival training webinar for local government officials.

Idaho State Historical Society  
Boise, ID

\$17,350

To support the Idaho Historical Records Advisory Board's programs, including regrant projects, a statewide outreach program, and best practices workshops in two regions of the state.

Indiana Archives and Records Administration  
Indianapolis, IN

\$3,400

To support the Indiana Historical Records Advisory Board's programs, including workshops on records management, electronic records, and archives basics.

Kansas Historical Foundation, Inc.

Topeka, KS

\$54,320

To support the Kansas Historical Records Advisory Board's programs, including the Kansas Digital Access to Historical Records regrant program, scholarships for education and training, and public outreach.

Kentucky Historical Records Advisory Board

Frankfort, KY

\$26,250

To support the Board's programs, including at least four workshops or webinars, Archives Month, and updating the strategic plan.

Michigan Department of Natural Resources and Environment

Lansing, MI

\$25,000

To support the Michigan Historical Records Advisory Board's programs, including approximately 20 site visits to institutions across the state that will focus on encouraging the use of best practices.

Missouri Office of the Secretary of State

Jefferson City, MO

\$6,534

To support the Missouri Historical Records Advisory Board's programs, including free intermediate-level genealogy workshops at seven locations across the state, and a plan of work for 2019-2021.

Montana Historical Society

Helena, MT

\$13,721

To support one year of the Montana Historical Records Advisory Board's programs, including training scholarships for archivists, a one-day workshop on archives at the annual Montana History Conference, two editions of the *Montana Archivist* newsletter, an Archives Month poster, the Student Traveling Archivist program, and an Archives Blitz for processing collections at small and underserved repositories.

New York State Archives Partnership Trust

Albany, NY

\$40,000

To support the New York Historical Records Advisory Board's programs, including establishing an Implementation Grants program for institutions that have completed archival needs assessments.

North Carolina Historical Records Advisory Board

Raleigh, NC

\$35,310

To support the Board's programs, including digitization of historical records from selected repositories across the state and making images available through DigitalNC, the website of the North Carolina Digital Heritage Center, and to support training in metadata basics and digitization standards.

Ohio Historical Society

Columbus, OH

\$30,270

To support one year of the Ohio Historical Records Advisory Board's programs, including awards for History Day projects, regrant projects, a workshop on educational outreach to students, and the implementation of an Archives Fellowship Program.

Oklahoma Department of Libraries

Oklahoma City, OK

\$80,000

To support the Oklahoma Historical Records Advisory Board's programs, including a regrant program, training opportunities, Archives Months workshops, a traveling archivist, scholarships for training events, and work with up to six repositories to develop individual preservation plans.

Tennessee State Library and Archives Nashville, TN	\$38,500
To support the Tennessee Historical Records Advisory Board's programs, including a regrant program, the Tennessee Archives Institute, and online workshops on digitization.	
Utah State Archives and Records Service Salt Lake City, UT	\$40,000
To support the Utah Historical Records Advisory Board's programs, including awards of at least eight regrants, five site visits to provide direct assistance to repositories, a family history workshop, and maintaining the board's website.	
Vermont State Archives and Records Administration Montpelier, VT	\$40,000
To support the Vermont Historical Records Advisory Board's programs, including a pilot Technical Assistance Program to help repositories across the state.	
Wyoming Department of State Parks and Cultural Resources Cheyenne, WY	\$42,448
To support the Wyoming Historical Records Advisory Board's programs, including a regrant program, four workshops, a seminar on electronic records, and updating the website and regrant guidelines.	

**PUBLISHING HISTORICAL RECORDS**

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

George Washington University Washington, DC	\$195,122
To support the <i>Eleanor Roosevelt Papers</i> project, including the completion of Volume 3: <i>The Cold War Years, 1953-1955</i> ; to edit and publish 178 audio recordings and radio scripts on the <i>ERP Online Audio Archive</i> ; and to develop a "My Day" analytics webpage.	

Massachusetts Historical Society Boston, MA	\$146,726
To support a project to edit the papers of John Adams and the Adams Family, including the publication of Volume 14 of the <i>Adams Family Correspondence</i> and advance work on volume 15; editorial work on volume 20 of the <i>Papers of John Adams</i> ; and add to the Adams Papers Digital Edition.	

Rector and Visitors of the University of Virginia Charlottesville, VA	\$75,394
To support the <i>Presidential Recordings</i> project, including the transcription, annotation, and preparation for publication of secret White House recordings made by President John F. Kennedy in 1963, related to the U.S. involvement in Vietnam.	

The Trustees of Princeton University Princeton, NJ	\$132,516
To support work on the <i>Papers of Thomas Jefferson</i> , including preparation of Volume 42 for electronic publication via UVa Press/Rotunda and Founders Online, and to advance editorial work on Volumes 44-47 of the print edition, including publication of Volume 44.	

Research Foundation for SUNY Westbury Albany, NY	\$120,567
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To support *The Papers of Clarence Mitchell, Jr.*, including completion and submission of the manuscript for Volume 7 (1961-1964) and editorial work on Volume 8 (1965-1968), and to commence work on the digital edition in collaboration with the UVa Center for Digital Editing.

University of Wisconsin  
Madison, WI

\$149,725

To support editorial work on *The Documentary History of the Ratification of the Constitution and the Adoption of the Bill of Rights*, including the final two volumes of the *States Series* devoted to North Carolina's ratification, and annotation of Volume 1 of six expected volumes in the *Bill of Rights Series*.

*[The Commission went into Executive Session at 1:00 PM and adjourned at 1:15 PM]*