

National Historical Publications and Records Commission
Executive Summary Minutes
of November 30, 2016

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

Commission Members present:

David S. Ferriero, Chairperson
W. Eric Emerson
Peter Gottlieb
Karen Jefferson
Erin Mahan
George Miles
Kaye Lanning Minchew
Stephen P. Randolph
Nicole Saylor
Raymond Smock

Via phone conference:

Naomi Nelson
Will Thomas

NHPRC staff

Kathleen Williams, Executive Director
Lucy Barber
Jeff de la Concepcion
Keith Donohue
Alexander Lorch
Darrell Meadows
Nancy Melley
Annette Paul
Daniel Stokes

Guests and Attendees

Clara Altman (for Jeremy Fogel, Federal Judicial Center)
Robyn Engibous, Deputy Chief of Staff, Senator Sullivan

Madison Carper, National Coalition for History
Jim Corridan, Council of State Archivists
Cathy Moran Hajo, Jane Addams Papers
John Hamilton, National Archives
Dennis Meissner, Minnesota Historical Society
Chris Naylor, National Archives
Donald Waters, Mellon Foundation

I: Welcome, Announcements, Agenda

Mr. Ferriero opened the meeting and greeted the Members, staff, and guests. He spoke briefly about other activities going on at the National Archives, including managing the Electoral College process, records management during the Presidential transition, and planning for the Barack Obama Presidential Library in Chicago, and the transfer of records.

Over 3 million visitors have visited *Founders Online* since its launch, and he reported that the resource is frequently cited in scholarly works. He thanked the staff for moving quickly on implementing the recommendations of the Strategic Plan, and thanked the four departing members who are leaving the Commission at the end of their terms.

II: Minutes of the Last Meeting

Mr. Ferriero called for adoption of the agenda and approval of the minutes of the November 2015 meetings, which were approved by unanimous consent.

III. National Archives Staff Presentations

Mr. Naylor provided a briefing on the efforts underway for the National Archives to assist in the Presidential transition, pointing to the removal of records from The White House on inauguration day and efforts to assist the incoming administration.

Mr. Hamilton provided a briefing on the Congressional transition, including the work remaining in the 114th Congress on the FY 2017 budget. A Continuing Resolution is in effect, extending perhaps to next March or May. He speculated on the chairs for the authorizing and appropriations committees, although those will not be announced until January. He touched upon the possibility of changes in appropriations, noting the importance of stakeholders in advocacy for the program. He also said that a new appointee to the Commission will be necessary to fill the slot for the House of Representatives.

IV. Executive Director's Report

Ms. Williams referred to her written report for details of the Commission's work since its last meeting. Mr. Meadows said that the Polk Papers have put volumes online as PDFs and are putting new volumes online in more searchable formats. They hope to be able to convert earlier volumes to the same format.

After discussing financials and budgets for this year, Ms. Williams turned to the highlights from implementing the new Strategic Plan.

Initiatives – progress in the Publishing, State Boards, Government Email, and Public Engagement were briefly discussed.

Programs – implementation of the new Access to Historical Records Program. Following the May meeting, the program had been divided into two categories: Archival Projects, for smaller scaled projects with a 25 percent cost share, have an application deadline of December 6, and Mr. Lorch reported that we are seeing some new institutions apply; Major Initiatives, for large projects, have a preliminary deadline of January 19, 2017, with finalists invited to submit full proposals in the Spring. Ms. Williams also said that the Public Engagement grant program, though modestly funded, is also underway.

Processes – in addition to the changing cost share in the Access Program, other process changes occurred. Foremost, state boards no longer do separate reviews. Instead, a larger single panel, with 1-2 state board members, will now consider all proposals. Ms. Williams said that we plan on having substantive conversations with the boards. Mr. Lorch added that staff are making more presentations at workshops to get the word out, and Ms. Williams said that Ms. Barber is heading up a project to look at users and usage of historical records and expects to make a call for proposals for a study.

V. Publishing Initiative

Mr. Meadows made a presentation on the progress in the Publishing Initiative. The central proposition is determining what role the NHPRC can play in fostering collaboration among documenting editing projects, calling for a national conversation around core issues and challenges and its relationship with the emerging field of digital history.

Since May, the Publishing Initiative has focused on catalyzing and convening essential conversations on the following issues: (1) users and uses of documentary editions; (2) ecosystem change; (3) editions, scholarship, and the historical profession; (4) common methods, interoperability, and replicability; (5) costs and sustainability; and (6) development and dissemination of best practices.

These six issues framed the discussions and outcomes of a very productive working group on “Building a Sustainable Digital Edition Ecosystem,” coordinated by Mr. Meadows for this year’s Mellon-funded Scholarly Communications Institute (“TriangleSCI”), held October 9-13 in North Carolina’s Research Triangle.

These efforts have resulted in three ongoing sets of activities:

Conferences and Conference Planning – further discussions to widen the conversation with documentary editors, historians, digital humanists, archivists, technologists, and university press/library publishers, and related professional communities to engage in the collective work of crafting a sustainable, open-access, digital publishing ecosystem.

A Project Planning Tool for Digital Editions – development through the TriangleSCI group of a decision tree to plan for viable projects, with the goal of having a tool in place by 2018 so that the field can zone in on best practices.

A Digital Edition Publishing Cooperative – the TriangleSCI group is working to create a call for proposals for up to 8 projects to create cooperatives of projects, informed by users and scholars,

with shared technologies and other approaches to test theories of open-access digital editions. From the initial group of 8 projects, 3-4 would be selected for full funding.

Mr. Waters was invited to share his observations from TriangleSCI and the NHPRC initiative. He said that four factors stand out in new approaches to digital publishing:

1. Primary sources are generative
2. Digital environment leads to a new way of thinking about the division of labor in editing
3. It opens and broadens the range of contributors
4. Collaboration by editors in similar fields contributing to common approaches

Mr. Waters applauded the work of TriangleSCI group as a way of “scaling up” efforts, and Mellon is looking forward to contributing its fair share to this initiative.

Ms. Altman commented on the importance of achieving some sort of functional role for users. Mr. Miles was pleased that the University of Michigan was at the Triangle meeting and said that they and other university presses should be a key component of the ecosystem, to which Mr. Meadows replied that there are relatively few university presses in this space. Mr. Waters said that the impediment for publishers is the platform. The Publishing Cooperative would test a set of platforms for documentary editors to buy into to test systemic issues. Ms. Williams said that we need to bring in academic publishers and libraries into the conversations, and Mr. Meadows added that there are a number of cost models emerging that the Cooperative could test.

Ms. Saylor wondered whether Audio-Visual projects could be involved, and Mr. Meadows answered that yes, the platforms could be expansive and format-neutral. Mr. Thomas asked whether the group discussed the difference between mature and new editing projects, and Mr. Meadows said the group felt projects should be pretty far along with the actual documentary materials, though the Cooperative should have a sufficient amount of flexibility.

VI. Executive Committee Report

Applauding the work of the staff and the Strategic Planning Committee, Mr. Randolph turned to the Executive Committee’s agenda. The Committee considered two proposals for cooperative agreements to assist with Strategic Planning Initiatives. Mr. Stokes reported that the first award would enable State boards to form a kind of “kitchen cabinet” to iron out an agenda for NAGARA and CoSA meetings in July to look at changes in the relationship between the NHPRC and SHRABs. Ms. Williams said that the second award would allow us to seek assistance at the state government level for the initiative on government email challenges.

Mr. Emerson recused himself from consideration of these cooperative agreements. A motion was made to fund the cooperative agreements to support costs associated with these meetings, and it was passed by unanimous consent.

Mr. Randolph introduced the efforts made by the History Relevance Campaign (<http://www.historyrelevance.com/>), designed to serve as a catalyst for discovering, demonstrating, and promulgating the value of history for individuals, communities, and the nation. The Executive Committee recommended endorsing the campaign and added the NHPRC name to its efforts.

A motion was made to endorse the History Relevance Campaign and link the endorsement on the NHPRC webpage. The motion was passed by unanimous consent.

The Commission approved the grant announcements, as amended, for the State Board Programming grants and the Publishing Historical Records in Documentary Editions grants.

The following Resolutions were made:

PETER GOTTLIEB joined the National Historical Publications and Records Commission in January 2013 and served with distinction for three years as representative for the Society of American Archivists. Mr. Gottlieb came to the Commission with a lifetime devoted to archives. For nearly 20 years, he was the Wisconsin state archivist. His other professional activities included serving on the SAA Council, the Council for the Midwest Archives Conference, chairing the Wisconsin Historical Records Advisory Board, the Wisconsin Public Records Board, the steering committee of the Council of State Archivists, and a term as President of the Society of American Archivists.

Mr. Gottlieb brought a deep and broad understanding of both government records issues and archives writ broadly to his work on the Commission. With a quiet determination, he advised us on how to shape the future through the lessons of the past. He is a great believer in the creative partnerships among the related archival and documentary editing fields, and that spirit of collegiality marked his tenure on this Commission. Through his service, he helped shape the direction of public policy for archives of all kinds and the professional associations that represent them. Peter 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.

RAYMOND W. SMOCK joined the National Historical Publications and Records Commission in January 2009 and served with distinction for seven years as representative for the Association for Documentary Editing. Founder and director of the Robert C. Byrd Center for Legislative Studies at Shepherd University, Dr. Smock was also the Historian of the House of Representatives and a key planner of the national commemorations of the bicentennials of the Constitution and of the Congress. He was the president of the ADE, the Society for History in the Federal Government, and the Association of Centers for the Study of Congress.

Dr. Smock has been affiliated with the Commission for much longer, as an editor with the *Booker T. Washington Papers* and as an instructor at the Institute for Editing Historical Documents. Through it all, he has been a tireless champion for documentary editing and its importance to improving public understanding of our history and democracy. In our deliberations he brought zeal leavened by comity, and throughout his years of service, he remained steadfast in his faith in scholarship of the highest degree. Through his service on the Commission, he helped shape a generation of editors and their documentary editions. And not only that, he was an excellent stand-in for Ben Franklin. Ray

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.

KAREN JEFFERSON joined the National Historical Publications and Records Commission in May 2012 and served with distinction for four years as a Presidential appointee during the administration of President Barack Obama. The Records Manager at the Robert W. Woodruff Library of the Atlanta University Center, Ms. Jefferson has over 35 years of experience as an archivist working at Howard University, Duke University, and the National Endowment for the Humanities. Having served three years on its Council, Ms. Jefferson is a Fellow of the Society of American Archivists and a founding member of the Academy of Certified Archivists. She received a B.A. in History from Howard University and an M.S. in Library Science from Clark Atlanta University.

Always a close reader of mountains of applications, Ms. Jefferson has brought unexpected insights and probing questions to our deliberations. She was a key member of the Strategic Planning Committee and often challenged assumptions and spoke for an inclusive view, not only for the archival profession but for the diversity of all Americans. Through her service on the Commission, she helped shape the direction of public policy in Federal support for access to historical records. Karen will be very much missed, and the Commission thanks her for her dedicated service and contributions to its programs with our sincere respect and affection.

THE HONORABLE ANDY BARR joined the National Historical Publications and Records Commission in January 2013 and served with distinction for three years as representative for the United States House of Representatives. Born in Lexington, Kentucky in 1973, Congressman Barr received his Bachelor of Arts degree (magna cum laude) in Government and Philosophy from the University of Virginia in 1996. He earned his law degree from the University of Kentucky in 2001. In 2004, Congressman Barr joined the administration of newly-elected Kentucky Governor Ernie Fletcher, ultimately rising to the position of Deputy General Counsel to the Governor. He returned to his Lexington-based private law practice in 2007 before running for Congress.

Shortly after first taking the oath of office for Kentucky's Sixth Congressional District in 2013, Congressman Barr became a friend to the Commission and the National Archives. Throughout his service on the Commission, he would ensure that a member of his staff attend meetings and keep him abreast of our work. Through his service on the Commission, he helped shape the direction of public policy in Federal support for access to historical records. Congressman Barr 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. Jane Addams Papers

Cathy Moran Hajo made a presentation on the Jane Addams Papers project, now at Ramapo College of New Jersey, which is using new techniques and methods to create a modern 21st century edition at a small college. She spoke about the use of undergraduates on the project and its relationship with

the faculty, college, and community. Mr. Ferriero asked if the project had made any new discoveries, and Ms. Hajo said that it has and expects to do more.

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:

RC100041, University of Georgia – Minchen

PE100027, University of Virginia -- Mahan

During deliberations, the Commission considered the FY 16 deferred application PE50023, the Papers of Abraham Lincoln. The Commission discussed the recent staffing changes and uncertainty with the project, the risks and opportunities inherent in its final decision, and the progress to date.

The following motion was made:

To accept the staff recommendation for funding the Lincoln Project with FY 2016 funds with the following conditions:

- 1. demonstrate continued progress on work*
- 2. continued open online access to the documents*
- 3. appointment of an advisory group*
- 4. more frequent reporting to NHPRC staff*
- 5. submission of a new budget and financial plan*
- 6. an in-person presentation at the May 2017 Commission meeting*

The motion was passed by unanimous consent.

The following projects were recommended for funding:

ACCESS TO HISTORICAL RECORDS

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

Butte-Silver Bow Public Archives

Butte, MT

\$67,480

To support a two-year project to preserve and describe the C. Owen Smithers Photograph Collection, containing 25,000 images documenting the rise and development of Butte as a mining city.

University of Florida

Gainesville, FL

\$116,032

To support a two year project to arrange and provide online description of 23,000 photographs, 2,400 maps,

and 1,150 architectural drawings documenting the history of St. Augustine from the colonial period through the 20th century.

University of California, San Francisco

San Francisco, CA

\$86,258

To support an 18-month project to arrange and describe seven AIDS History Project collections documenting the AIDS epidemic through the records of healthcare practitioners, activists, organizations, and agencies in San Francisco.

University of Iowa

Iowa City, IA

\$93,632

To support a one-year project to digitize 1,100 oral history interviews from the Iowa Labor History Project, index 100 born-digital interviews, and digitize 50,000 pages of transcripts, releases, and indices.

Research Foundation of the City University of New York

Brooklyn, NY

\$120,631

To support a two-year project, on behalf of Brooklyn College, to arrange and describe approximately 198 feet of Young Women's Christian Association Brooklyn records, 1888-2011.

Iowa State University of Science and Technology

Ames, IA

\$118,825

To support a two-year project to migrate nearly 1,500 existing and 200 nearly-complete text-based finding aids into a new EAD-compliant archives management system, and to create and link the respective MARC records for collections focused broadly on the history of Iowa and its institutions, agriculture, and rural life.

Washington University

St. Louis, MO

\$34,433

To support a two-year project to digitize and stream online 932 audio cassettes and 16 audio reels containing speaking engagements and public readings from approximately 700 poets in St. Louis from 1969-2005, and to digitize approximately 2,300 ancillary materials.

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

\$24,770

To support one year of the Ohio Historical Records Advisory Board's programs, including awards for History Day projects and significant achievements related to historical records, regrant projects, an electronic records workshop, and a strategic plan for 2018-2020.

New Mexico Commission of Public Records

Santa Fe, NM

\$65,000

To support two years of the New Mexico Historical Records Advisory Board's programs, including regrants; workshops addressing archival issues, the preservation of family papers, and applying for the regrant program; and updates to the Historical Information Network and Tracking System.

Alaska Department of Education and Early Development Juneau, AK	\$24,512
To support one year of the Alaska Historical Records Advisory Board's programs, including the Journeyman Archival Processing Program, an Archives Month poster, updates to the board's website, an award for archival excellence, and travel funds.	
Montana Historical Society Helena, MT	\$17,245
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 <i>Montana Archivist</i> newsletter, an Archives Month poster, the Student Traveling Archivist program, an Archives Blitz for processing collections at small and underserved repositories, and travel funds.	
Colorado Historical Records Advisory Board Denver, CO	\$40,000
To support one year of the Board's programs, including a regrant program, two "Archiving Colorado 101" workshops, a mentoring program, and travel funds.	
Michigan Department of Natural Resources and Environment Lansing, MI	\$16,500
To support one year of the Michigan Historical Records Advisory Board's programs, including five workshops and five webinars on records management to county and township officials, a project to survey and catalog local government records from 40 counties and add the catalog records to WorldCat and ArchivesGrid, and travel.	
Utah State Archives and Records Service Salt Lake City, UT	\$40,000
To support one year of the Utah Historical Records Advisory Board's programs, including awards of at least 12 regrants, five site visits to provide direct assistance to repositories, a one-day state-wide forum for repositories, maintaining the board's website and consortium list, and travel.	
Massachusetts Secretary of State Boston, MA	\$80,000
To support two years of the Massachusetts Historical Records Advisory Board's programs, including a Roving Archivist to assist small and medium-sized repositories, regrants for purchasing archival supplies, an archival training forum, an online directory of cultural heritage institutions, and workshops on grant-writing and personal digital archiving.	
State Historical Society of Iowa Des Moines, IA	\$4,277
To support one year of the Iowa Historical Records Advisory Board's programs, including serving as a review panel for documentary collections applications to the state's Historical Resource Development Program (HRDP), five HRDP training sessions, and distribution of a bookmark.	
Maryland State Archives Annapolis, MD	\$3,780
To support one year of the Maryland Historical Records Advisory Board's programs, including an all-day Archives Month event to help the public identify and use archival materials.	
Illinois Secretary of State- Illinois State Archives	\$65,000

To support two years of the Illinois Historical Records Advisory Board's programs, including regrant projects to create and enhance online access to historical records and scholarships to records custodians so that they can participate in training on the basics of archival practices and digitization for small institutions.

Pennsylvania Heritage Society
Harrisburg, PA

\$14,796

To support two years of the Pennsylvania Historical Records Advisory Board's programs, including the development of online self-assessment leaflets and webinars to enhance knowledge about electronic records, essential records/disaster preparedness, and local government records, Archives Without Tears workshops, and an Archives Month poster.

Indiana Archives and Records Administration
Indianapolis, IN

\$13,400

To support one year of the Indiana Historical Records Advisory Board's programs, including workshops on personal digital archives, promotional materials for Electronic Records Day, a technical assistance program for local government archives, and a statewide summit on best practices related to digital government.

Arizona State Historical Records Advisory Board
Phoenix, AZ

\$65,024

To support two years of the Board's programs, including a regrant program, a statewide Archives Summit, Archives Month promotion, six Archives 101 workshops and six emergency and disaster planning workshops, a professional development program aimed at archivists who have been working in the field for only a few years, and two National History Day workshops.

State Historical Society of Wisconsin
Madison, WI

\$12,847

To support one year of the Wisconsin Historical Records Advisory Board's programs, including finalizing a strategic plan that will guide the board's work through 2021, Professional Development scholarships to make training more affordable for archivists, and Governor's Archives Awards for achievement, innovation, and advocacy.

Tennessee State Library and Archives
Nashville, TN

\$38,500

To support one year of the Tennessee Historical Records Advisory Board's programs, including a regrant program, the Tennessee Archives Institute, free access to online workshops on digitization in order to encourage repositories to make their records available online, and the publication of a new strategic plan.

Texas State Library and Archives Commission
Austin, TX

\$30,954

To support one year of the Texas Historical Records Advisory Board's programs, including a "Metadata Overview for Archivists" webinar in 12 locations, two workshops on Copyright Issues in Digital Archives and Digital Curation Planning and Sustainable Future, three grant-writing workshops, a Teaching With Primary Sources workshop, an Archives Month poster, and awards for achievement for History Day projects.

Missouri Office of the Secretary of State
Jefferson City, MO

\$21,679

To support one year of the Missouri Historical Records Advisory Board's programs, including records preservation workshops and conservation workshops in seven locations across the state, an informational poster on records preservation best practices, and travel.

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

\$146,726

To support a project to edit the papers of John Adams and the Adams Family, including the publication of Volume 19 of the *Papers of John Adams* and work on Volume 20; and to advance work on Volume 14 of the *Adams Family Correspondence* and add Volume 11 of the *AFC* to the Adams Papers Digital Edition.

Rector and Visitors of the University of Virginia
Charlottesville, VA

\$74,433

To support the *Presidential Recordings* project, including transcribing, annotating, and preparing for publication secret White House recordings made by President Lyndon B. Johnson during 1968.

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 publication of volumes on New Hampshire and Vermont's ratification and a volume of supplementary documents from Pennsylvania's ratification. Work will continue on the final two volumes of the *States Series* devoted to North Carolina's ratification, and on the first of six expected volumes in the *Bill of Rights Series*.

George Washington University
Washington, DC

\$197,897

To support the *Eleanor Roosevelt Papers* project, including the hiring and training of an electronic text editor, tagging control files, conversion of 4,000 digital files, processing materials related to her role in the Civil Rights Movement, and annotating documents to be published in Volume 3: *The Cold War Years, 1953-1955*.

Illinois Historic Preservation Agency
Springfield, IL

\$106,513

To support a project to edit and publish an open-access, electronic edition of the *Papers of Abraham Lincoln*. The focus of this grant is on Lincoln's pre-Presidential papers to April 15, 1837.

Rector and Visitors of the University of Virginia
Charlottesville, VA

\$170,000

A cooperative agreement to support Rotunda, a digital initiative of the University of Virginia Press, to manage and maintain the website for *Founders Online*.

STRATEGIC PLAN IMPLEMENTATION

To implement particular objectives of the NHPRC's strategic plan.

Council of State Archivists
Albany, NY

\$20,000

A cooperative agreement to support a half-day symposium that will identify options for modifying and enhancing the current system of state historical records advisory boards in order to develop a stronger and more effective network of state boards, state archives, and state-based archival repositories, as well as a more cooperative relationship among the states and the National Archives.

Council of State Archivists
Albany, NY

\$24,000

A cooperative agreement to support a one-day gathering of Federal and state government archivists, records managers and industry representatives to exchange experiences and knowledge concerning official email records. The purpose of the symposium is to identify collaborative next steps to enhance the preservation of, and public access to, Federal/state government email records.

IX. Other Business

Mr. Randolph brought up a point from the Executive Committee discussion regarding the transition to online publishing and noted that we have not resolved issues on acceptable formats and types of access. While some projects have made PDFs available, they are not as readily searchable as other forms. He recommended that we change future Grant Opportunity announcements to move away from PDFs—over the following two years—to more searchable formats. The Commission asked the staff to investigate standards for online, searchable editions and recommend a policy at the May 2017 meeting.

[The Commission went into Executive Session at 2:00 PM and adjourned at 2:15 PM]