



Council of State Archivists

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Preliminary Report on the Survey of State Historical Records Advisory Boards September 2012

This report reflects responses received through September 25, 2012. A full report with analysis will be available before the end of 2012.

SHRAB Status

Total number of all SHRAB members nationwide in 2012	502 individuals in 46 SHRABs <i>6 states and territories have not yet reported</i>
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Table 1a. Summary of status of SHRABs in the states and territories in 2012.

Status	Number of SHRABs	Percentage of all SHRABs
Has a SHRAB	46	82.1%
SHRAB authorized but dormant	1	1.8%
Attempting to establish a SHRAB	1	1.8%
No SHRAB, no plans for one	2	3.6%
No response to date	6	10.7%

Table 1b. Number of members in each SHRAB in 2012.

Number of members	Number of SHRABs	Percentage of all SHRABs
Up to 8	14	30.4%
9-12	21	45.7%
More than 12	11	23.9%
Average number of members	10.3	

Table 1c. Comparative status of SHRABs in the states and territories in 2004, 2006, and 2012.

State/ Territory	2004 Had a SHRAB?	2006 Had a SHRAB?	2012 Have a SHRAB?	# of members
AK	Yes*	Yes	Yes	10
AL	No	Yes	Yes	17
AR	No*	Yes	Yes	8
AS	Yes	Inactive?	No report	---
AZ	Yes	Yes	Yes	10
CA	Yes	Yes	Yes	13
CO	Yes	Yes	Yes	12
CT	Yes	Yes	No report	---
DC	Yes	Yes	Dormant	---
DE	Yes	Not yet active	No report	---
FL	Yes	Yes	Yes	9
GA	Yes	Yes	Yes	13
GU	---	---	No SHRAB planned	---
HI	No	Yes	Yes	6
IA	Yes	Dormant	Yes	11
ID	Yes	Yes	Yes	15
IL	Yes*	Yes	Yes	16
IN	No*	Yes	Yes	7
KS	Yes	Yes	Yes	10
KY	Yes	Yes	Yes	13
LA	Yes	Yes	No report	---
MA	Yes	Yes	Yes	14
MD	Yes	Yes	Yes	13
ME	Yes	Yes	Yes	11
MI	Yes	Yes	Yes	7
MN	Yes	Yes	Yes	13
MO	Yes	Yes	Yes	14
MS	Yes	Dormant	Yes	8
MT	Yes	Yes	Yes	7

State/ Territory	2004 Had a SHRAB?	2006 Had a SHRAB?	2012 Have a SHRAB?	# of members
NC	Yes	Yes	Yes	10
ND	Yes	Yes	Yes	10
NE	Yes	Yes	Yes	10
NH	Yes	Yes	Yes	8
NJ	Yes	Yes	Yes	16
NM	Yes	Yes	Yes	8
NMI	---	---	No report	---
NV	Yes	Yes	Yes	9
NY	Yes	Yes	Yes	11
OH	Yes*	Yes	Yes	16
OK	Yes	Yes	Yes	7
OR	Yes	Yes	Yes	8
PA	Yes	Yes	Yes	11
PR			Yes	8
RI	Yes	Yes	Yes	13
SC	Yes	Yes	No report	---
SD	Yes	Yes	Yes	9
TN	Yes	Yes	Yes	11
TX	Yes	Yes	Yes	9
UT	Yes	Yes	Yes	9
VA	Yes	Yes	Yes	13
VI	---	---	Attempting to establish	---
VT	Yes	Dormant	Yes	7
WA	Yes	Yes	Yes	10
WI	Yes	Yes	Yes	10
WV	No	Authori- zation lapsed	No SHRAB planned	---
WY	Yes	Yes	Yes	12

Table 2. Are the SHRAB and coordinator appointments current?

Frequency	States	Count	Percent
Appointments are always made on time	GA KY NC PA IA MN ND VA ID MT NE VT IL	13	23.2
While all appointments are now current, we occasionally experience delays in filling seats	AK MD OH TX AR ME OR WA AZ MI RI WI CA NV SD WY IN NY TN	19	33.9
Not all members have current appointments, but we expect them soon	AL HI NM UT CO MA	6	10.7
Not all members have current appointments, and we do not know when they will be made	KS MS NH OK MO	5	8.9
Appointments are never made on time	NJ	1	1.8
Other: DC: No appointments made FL: Not all members have current appointments PR: Only the Governor of Puerto Rico has the authority to appointed the PRSHRAB. The last reunion of PRSHRAB was in 1995.	DC FL PR	3	5.4

SHRAB Meetings

Table 3. How often does the SHRAB meet?

Frequency	States	Count	Percent
4 or more times a year	AR GA IA OH RI TX VT	7	15.2%
2 or 3 times a year	AK AZ CA FL ID IL IN KS KY MD ME MI MN MO MS MT NC ND NE NM NY OR PA SD TN UT VA WA WY	29	63.0%
Only when necessary	AL NH NJ OK PR	5	10.9%
Other: HI: Usually meet twice a year for grant reviews. MA: At least six times a year, every other month and when necessary. WI: Almost always meets three times per year.	HI MA WI	3	6.5%
No response	CO NV	2	4.3%

Table 4. Does the SHRAB meet in person to discuss proposals before making funding recommendations to NHPRC?

Meeting practices for reviewing proposals	In 2006		In 2012	
	# of SHRABs n = 51	Percent	# of SHRABs n = 40	Percent
Always meet in person	18	35%	11	28%
Usually meet in person	21	41%	16	40%
Seldom meet in person	1	2%	6	15%
Never meet in person	4	8%	3	8%
Other	6	12%	4	10%

Other in 2006: AL: The plan is that they will. CT: If possible. HI: We would if we received proposal. IL: Sometimes. MO: In person or by conference call. NY: Email discussion if there is a point of contention.

Other in 2012: AL: Grant Review Committee meets to discuss recommendations. MN: Review/discussion by email. ND: Haven't had any to review. NE: Conducted via e-mail communication. NY: Communicate by email.

SHRAB Reporting Practices

Table 5. How does the SHRAB report on its activities, concerns, grant opportunities, and current priorities?

Reporting mechanism	In 2006 n = 51		In 2012 n = 46	
	# of SHRABs	Percent	# of SHRABs	Percent
New releases	15	29%	24	52.2%
Presentations at professional meetings	17	33%	22	47.8%
Presentations, other	17	33%	16	34.8%
Special reports	20	39%	9	19.6%
Articles in other publications	15	29%	11	23.9%
Newsletters or circulars	9	18%	9	19.6%
Annual report	10	20%	6	13.0%
The SHRAB does not report	4	8%	6	13.0%
Other	13	25%	10	21.7%

Strategic plans and priorities

Table 6a Does your SHRAB have a written strategic plan? (n = 46)

Status	States	Count	Percent
Yes	AK MA NM UT AL MD NV VA AR MO NY VT CA MT OH WI IA NC RI WY ID ND SD KY NE TX	26	56.5%
Yes, but it is out of date	AZ MI NJ PR FL MS OK TN IL NH PA WA KS	13	28.3%
No, but one is being developed	GA MN OR	3	6.5%
No	HI IN	2	4.3%

Table 6b. If your SHRAB has a written strategic plan in place, when was it last updated? (n=39)

Strategic plan last updated in what year?	# of SHRABs	Percent
2012	4	10.3%
2011	11	28.2%
2010	8	20.5%
2009	2	5.1%
2008 or before	13	33.3%
Unknown	1	2.6%

Table 6. Issues/topics included as goals or priorities in SHRAB strategic plans.

Topic or goal	Included in 2006 strategic plan n = [get #]		Included in 2012 strategic plan n = 46		Ongoing or planned programs in this area in 2012	
	# of SHRABs	Percent	# of SHRABs	Percent	# of SHRABs	Percent
Raising public awareness	39	76%	35	76%	21	45.7%
Education and training in archives & records management	40	78%	33	72%	21	45.7%
Improving access to records and collections	37	73%	30	65%	9	19.6%
Preservation	32	63%	28	61%	13	28.3%
Partnerships/cooperation	34	67%	28	61%	16	34.8%
Improving records programs	31	61%	25	54%	12	26.1%
Providing leadership within the state	30	59%	23	50%	14	30.4%
Electronic records	29	57%	20	43%	12	26.1%
Regrants	23	45%	18	39%	14	30.4%
Local government records	29	57%	15	33%	8	17.4%
Technical assistance/consulting services	21	41%	15	33%	7	15.2%
Resources (funding, personnel)	22	43%	15	33%	6	13.0%
Emergency preparedness	Not tracked in 2006		13	28%	12	26.1%
State government records	27	53%	11	24%	5	10.9%
Statewide collecting strategies	16	31%	11	24%	1	2.2%
Publications	8	16%	8	17%	2	4.3%
Use of primary sources in the classroom	13	25%	7	15%	7	15.2%
Legislation	21	41%	6	13%	5	10.9%
Corporate/business archival programs	6	12%	5	11%	1	2.2%
Other	8	16%	2	4%	2	4.3%

SHRAB Activities Beyond NHPRC Grant Reviews

Table 10a Summary of SHRAB activities beyond NHPRC grant reviews

SHRAB Activities	In 2010		In 2011		In 2012	
Regrants	12	29%	13	31%	15	36%
Statewide repository directory	10	24%	11	26%	12	29%
Delivering workshops/training	22	52%	23	55%	20	48%
Training on grant writing	7	17%	7	17%	10	24%
American Archives Month	21	50%	21	50%	19	45%
Emergency preparedness	9	21%	12	29%	15	36%
Programs for local governments	13	31%	17	40%	12	29%
Other conferences	12	29%	15	36%	12	29%
Other outreach	14	33%	15	36%	14	33%

Table 11. Is your SHRAB engaged in any projects or activities beyond the review of NHPRC grant proposals? If so, please explain

- AL The statewide repository has had minimal upkeep in past three years – staffing issues
- AZ Our SHRAB sponsors the Arizona Archives Summit, a yearly meeting that brings archivists, including tribal archivists, from around the state to discuss processing, split collections, backlogs, collaboration and more. We provide 3 daylong Archives 101 and 3 daylong Emergency/Disaster Preparedness workshops each year to small cultural institutions with archives.
- CA Developing workshops and webinars relating to electronic records and digitization of historical records.
- HI Through phone and email, we notify and encourage participation in workshops, training opportunities and grant information to archives, library and museum groups.
- IA Raising awareness among Iowa archives holders of State of Iowa Historical Resource Development Program grants for documentary collections
- ID The Idaho SHRAB initiated Replevin Legislation that passed the Idaho House and Senate in the 2011 Legislative session. Became effective July 1, 2011 The Idaho SHRAB supported 2012 Legislation to merge the Idaho State Records Center, a division of the Dept. of Administration with the Idaho State Archives, a division of the Idaho State Historical Society. The legislation passed the Idaho House and Senate, became effective July 1, 2012
- IL Using our SNAP Grant, we offer scholarships to Illinois Archivists to attend professional workshops in Illinois. We fund a training session for IRAD interns and pay for the Illinois State Archives' dues to CoSA. We also sponsor an on-line directory listing the different archival institutions in Illinois.
- KY Offers continuing education workshops to archivists, sponsors Archives Month, advocacy information sent to archivists statewide.
- MA Members have attended meetings of the New England Archivists, Society of American Archivists and held an information forum about what the MHRAB does.
- MD Preservation, conservation, emergency preparedness.
- MI Presented at annual county clerk's association meeting.

- MN Regrants, especially to History Day teachers, American Indian archives/history programs, documentation of recent immigrant communities, staff training and development for historical organizations.
- MO *Approve content for an archival "Best Practices" website *Developing online directory to Historical Records Repositories in the state *Designate target subject areas for collection of historical records
- MS MHRAB has co-sponsored a statewide exhibit on William Grant Still (2010); a statewide exhibit and opportunity for the public to record their reminiscences about the Freedom Rides (2011); booths at the annual meetings of the Mississippi Municipal League (2010-2012), Mississippi Chancery Clerks Association (2011), and the Mississippi Library Association (2010 & 2011). MHRAB also sponsors a biennial awards program and actively collaborates with the Society of Mississippi Archivists on archival training and outreach activities such as Archives Month activities. From 2010-2012 MHRAB co-sponsored numerous workshops throughout the state in collaboration with the Archival Training Collaborative, to provide affordable basic archival education in Louisiana, Mississippi, and Alabama.
- NC SHRAB typically operates educational and outreach programs annually. The Traveling Archivist Program was recently funded by our budget, not an NHPRC grant.
- ND for two SNAP grants we sent out interns over two summers to 20 historical societies/museums/libraries to scan 100 items from each repository's collections for uploading to CONTENTdm. we presented on these grants at several conferences
- NE Planning and implementing a traveling (field) student archivist program.
- NJ Statewide conservation planning through the Collections Care Consortium, an association of New Jersey cultural institutions, including The Newark Museum, the Rutgers University Libraries, The New Jersey State Museum, New Jersey State Library, and the New Jersey State Archives that have come together to assess the needs and to develop short and long-term plans to conserve New Jersey's vast collection materials.
- NV Promotion of Archives month, support of National History Day, representation on the Nevada statewide Digital Initiative.
- NY Setting priorities for Documentary Heritage Program grants for documentation and access projects; advocacy for PAHR and NHPRC; reports to State Education Dept. Board of Regents re. issues facing NY's historical records; SNAP grant projects review and oversight.
- OK OHRAB has been a partner for conferences, training, and workshops with other organizations, including the following: Oklahoma Library Association; Oklahoma Museums Association; Association of Tribal Archives, Libraries and Museums. Members assist with conferences by leading sessions, working registration desk, distributing materials, such as Archives Month information.
- OR Conducts workshops; Archives Month, participation in other Heritage-related boards and commissions.
- TN Support for the annual Tennessee Archives Institute, the main training venue for local historical records archivists in the state.
- UT *Other conferences:* Each year the SHRAB sponsors a regional repository directors meeting. Training on a variety of topics is given including: preservation, conservation, and social media.
Other outreach: The SHRAB is involved in the Utah Alliance for Response forum and a consortium that gives information about upcoming events and activities throughout the state.
- VA Participate (State Coordinator, Deputy) at national meetings such as COSA, NAGARA. Virginia SHRAB (through NHPRC) sponsored 2 statewide workshops for historical societies as well as sponsored educational workshops for Virginia Archivists through the use of SNAP grant funds.
- WI *Conferences:* WHRAB sponsors at least two sessions at the annual Local History and Historic Preservation conferences. They are usually the most in-demand sessions.
Outreach: WHRAB's "Governor's Archives Awards" are offered in conjunction with Archives Month and are an important part of our outreach activities.
- WY SHRAB sponsors the area ARMA workshop each fall.