

Arizona Historical Records Advisory Board

(AHRAB)

July 1, 2009 – June 30, 2010

Statutory authority for the Arizona Historical Records Board is A.R.S. §41-1355. Statutes that define the responsibilities of the Arizona Historical Records Advisory Board direct the Board to:

- Serve as the central advisory body for historical records planning and for National Historical Publications and Records Commission funded projects developed and carried out in this state;
- Serve as a coordinating body to facilitate cooperation among historical records repositories and other information agencies in this state and as a state-level review body for grant proposals as defined in the National Historical Publications and Records Commission guidelines

- **NHPRC SNAP Grant NAR08-RC-10028-08**

- NHPRC Final SNAP Grant Report, March 25, 2010

PURPOSE AND GOALS OF PROJECT

The purpose and goal of the SNAP Grant was to provide administrative support for the Arizona Historical Records Advisory Board (AHRAB) from June 2008 through December 2009 that enabled the Board to hold regular meetings, assist in implementing funding priorities and key recommendations in its long range plan, facilitate cooperation among historical records repositories and other information agencies within the state, provide state-level review for proposals to NHPRC's grant program and promote a leadership role for the Board in the historical records community in Arizona. It also provided funding for special projects.

AZ SHRAB Performance Indicators, SNAP Grant 2008-2009

The board will meet three times to plan and implement a number of activities focusing on training and collaboration, as outlined in its 2008-2012 action plan. The board will also continue to upgrade its presence on the website of the Arizona State Library, Archives and Public Records and promote Archives Month activities across the state.

In conjunction with the state archives, the board will provide archival training and educational opportunities, including three, one-day Archives 101 workshops for those in underserved communities.

The board will co-sponsor a two-day Archival Summit of 25-30 invited attendees to address strategies to decrease archival backlogs and develop cooperative collection strategies. Summit attendees will be asked to submit up-to-date collections policies for the state's online Cultural Inventory Project.

Three informational workshops about the regrant program will be offered prior to the regrant application deadline.

Between eight and ten regrants, ranging from \$400 to \$4,000 will be awarded. Each awardee will be asked to produce a disaster preparedness plan and a collections policy as part of its project. Assistance with these plans and policies will be provided, when required.

Utilizing "A Preliminary Survey of Under-Documented Communities and Subjects in Arizona," a report prepared by the board, a minimum of 30% of regrant funds will be awarded for projects dealing with under-documented communities and subjects.

Board Administrative Activities

Board meetings:

AHRAB met four times during the grant period: in September 2008; at the annual statewide Convocation at the beginning of March 2009; on November 5, 2009 and December 2, 2009. The appointments of the Coordinator and Board members are current and members represent one former legislator, two tribal archives, two county offices, two university special collections, one state historical society, and one university history faculty. During these meetings the Board discussed ways AHRAB could support and sponsor statewide activities for Arizona Archives Month 2008 and 2009, sponsor and coordinate training and collaboration and develop the goals and outcomes of the Arizona Archives Summit that took place at the end of January 2009. Several Board members organized and participated in the 2009 Archives Summit. These same Board members are part of the planning group for the 2010 Summit to be held in January 2010. The Board also reviewed an NHPRC grant submitted by the Arizona Historical Society.

Re-grants

To promote re-grants, in July 2008 the Arizona State Library, Archives and Public Records (ASLAPR) sent out 300 letters about the NHPRC/AHRAB regrant award to state and local governments as well as large and small repositories, including museums) with archival collections. These letters included the application form which was also on-line, information about NHPRC and AHRAB, and two examples of successful AHRAB regrants from the last funding cycle. They also sent out press releases to newspapers throughout the state announcing the NHPRC SNAP grant award. Between August 27 and September 2, 2009, State Archives staff held eight telephone conferences for potential grant applicants to discuss the grant process.

Twelve institutions applied for the regrants. Seven of the institutions had not applied previously. AHRAB met in September 2008 to determine the awardees. Ten institutions received awards ranging from \$496 to \$3,165.

AHRAB provided re-grant funding for the following Arizona institutions:

The institutions and projects are as follows:

- The Apache County Records Office (St. Johns, Apache County) to inventory 354 volumes, 540 plat maps and 3,800 survey maps

- The Pueblo Grande Museum (Phoenix, Maricopa County) to assess and preserve pre-and post WWII archaeological maps and over-size documents
- The Bead Museum (Glendale, Maricopa County) to purchase archival storage materials for preservation of an archival collection of late 19th century bead cards and related materials and to create a finding aid for the collection.
- The Museum of Northern Arizona (Flagstaff, Coconino County) to re-house 217 linear feet of unpublished anthropology and archeology collections
- The Labriola National American Indian Data Center (Tempe, Maricopa County) to preserve, then digitize 17 videotapes containing research done in the early 1980s involving the San Carlos and Tonto Apache Tribes
- The Northern Gila County Historical Society (Payson, Gila County) to bring in a consultant to access their archival collections, train staff to evaluate and inventory materials and help staff create finding aids
- Town of Clarkdale (Clarkdale, Yavapai County) to house the city records from the early 1920s through the 1950s
- The Phoenix Museum of History (Phoenix, Maricopa County) to flatten, preserve and microfilm architectural blueprints of many historic Phoenix buildings
- The Cave Creek Museum (Cave Creek, Maricopa County) to house and preserve their photograph collections
- The Lowell Observatory (Flagstaff, Coconino County) to preserve, inventory and make accessible astronomers' collections

All recipients met or exceeded the 25% total of in-kind and cash matches required by the terms of the grant. Of the ten recipients:

- one was a 50% match
- one was a 60% match
- one was an 80% match
- one was a 100% match
- one was a 125% match
- one was a 170% match
- one was a 200% match
- one was a 220% match
- one was a 250% match
- one was a 300% match

Of these recipients, five (50%) were institutions with under-documented collections and three with lack of archival training. Six did not have Emergency Preparedness/Disaster plans. Via telephone calls and e-mail every three months, we were able to monitor the progress of their projects throughout the length of their grants. All of our grant recipients submitted final reports to the Board.

The Apache County Recorder (one of our rural counties with few resources) said in her final report, "This grant enabled the Recorder's Office to purchase the special acid free storage containers to house the books/records in compliance

with the Arizona Historical Records Advisory Board's Strategic Plan...the records that required these special preservation containers were identified and categorized based on the condition of each record."

The Bead Museum stated "The funds were expended on storage items for our Peter J. Francis, Jr. archives. Once the items were placed in their new containers we were able to prepare a full inventory. This will be an addendum to a partial finding aid prepared earlier and now completes the tools necessary for researchers to use these materials from this widely known bead scholar." The Bead Museum also sent letters to our Congressional Senators and Representatives telling them about the benefits derived from their regrant funds.

The Cave Creek Museum said of their preservation project, "It has been like being on a treasure hunt as we have pulled photos from existing files. I had a vague idea of the number of photos that we had but it was not until this project that I became fully aware of the true treasures that lay in the files. I know this is just the beginning of a living project as we begin to take photos and receive other photographic treasures. We will now have set procedures and preservation steps that can be followed for future additions."

We held an Archives 101 workshop in Litchfield Park in February 2009 with 14 attendees and in December 1, 2009 we held an Archives 101 workshop in Clarkdale for 15 attendees. As with previous workshops, we provided a pre-and post-assessment test for the attendees. In the pre-workshop assessment, both groups together indicated that 85% knew little of archives and archival methods. Since the February workshop, the Litchfield Park Historical Society has developed a collections policy that includes the types of materials and formats that they will not accept as well as a de-accession process. They have also begun to accession and organize their document and photo collections on an archival rather than a library/museum model.

We were able to provide Emergency/Preparedness Disaster Planning resources to three of the six repositories who did not have Emergency Preparedness/Disaster Plans. On November 3 we met with a group from Clarkdale (a rural community in northeast Arizona), December 8 with a group from Payson (a rural community in northwest Arizona) and December 30 with representatives from the Phoenix Museum of History to help them develop and refine their plans.

Special Projects

The Board co-sponsored the Arizona Archives Summit was held January 29th and 30th 2009. Thirty-six archivists from 16 institutions attended. ASLAPR was able to find additional funding for the project that enabled us to bring Mark Greene, Tim Ericson and Gregory Thompson in as consultants to work with the archivists and facilitate discussions about strategies to decrease archival backlogs, making our collections more accessible and developing cooperative collection strategies. One of the criteria for attending was that the archival repositories had to submit their collection policies and their top 5 unprocessed collections. The collection policies have now been uploaded to the Cultural Inventory Project (CIP) and are available on-line. Lively discussion ensued during

the two days and attendees expressed their desire to continue this collaboration. Feedback we received in the written evaluations was that the Summit was very useful and that attendees hoped this would become an annual forum for discussing and implementing statewide policies for collecting.

We hired two note-takers per day (graduate students from the ASU Public History Program) and a scholar to synthesize the notes so that we could put the report of the 2 day summit on-line on the AHRAB website where it is available for archivists from around the state. The Report from the Arizona Archives Summit is posted on the Arizona Historical Records Advisory Board website, as is the participant Evaluation Report <http://www.lib.az.us/about/hrab.cfm> . A group of archivists who attended the Summit also got together at the statewide Convocation in March to continue the conversations that began at the Summit and to share ideas. Since the summit, Northern Arizona University and the Museum of Northern Arizona have met to discuss their collection policies and talk about ways they can cooperate in the materials they collect.

Melanie Sturgeon
Deputy State Coordinator, AHRAB