

**MINUTES OF THE NEW JERSEY STATE HISTORICAL RECORDS ADVISORY BOARD
DECEMBER 1, 2004**

A meeting of the New Jersey State Historical Records Advisory Board was called to order at 10:05 a.m. on the above date at the Burlington County Historical Society in Burlington. Present were Ronald L. Becker, Lois R. Densky-Wolff, Lisa C. Mangiafico, Marc Mappen, Ben Primer, James F. Turk, and Karl J. Niederer (coordinator). Also present were Barbara Pepe (SHRAB staff assistant) and Doug Winterich, Executive Director of the Burlington County Historical Society.

Mr. Niederer called the meeting to order and announced that it was held in conformance with the requirements of the Open Public Meetings Act, notice having been posted in the Secretary of State's Office and published in the state's major daily newspaper.

Mr. Winterich offered welcoming remarks on behalf of the Burlington County Historical Society and announced that the museum and library would be open for board members to visit after the meeting.

The minutes of the board's September 8, 2004 meeting were approved. (Motion: Mr. Turk; second: Ms. Densky-Wolff.)

Mr. Niederer reported that three New Jersey institutions had submitted grant proposals to the National Historical Publications and Records Commission (NHPRC): the Newark Museum Association, Princeton University (Seeley G. Mudd Library), and the Borough of Magnolia. Two of these, however (Princeton and Magnolia), were not submitted to SHRAB for review. Mr. Niederer stated he had discussed these two applications with Richard Cameron at NHPRC, and that the application submission process would be revised to ensure that the board received timely notice of all grant proposals in the future.

Mr. Niederer reported that four staff positions have been created to administer the Public Archives and Records Infrastructure Support (PARIS) Grants Program. Two have already been filled by transfers (DARM staff members Sean Curry and Karen Perry), and the remaining two should be filled early in 2005. The PARIS Grant Program will focus on preservation of historical records and the development of state standards-compliant electronic records systems in the state's 21 counties and 566 municipalities. Mr. Niederer explained that Magnolia Borough (an applicant to NHPRC) is not eligible for PARIS funding in 2005, but may be able to benefit from the grant program in 2006.

Mr. Niederer urged board members to notify officials in their municipalities of residence about the PARIS Grants Program, and to contact DARM if they are interested in participating. Additional information about PARIS is available in DARM's web site www.njarchives.org.

Ms. Pepe reported that she had represented SHRAB as an exhibitor at Monmouth County Archives Day on October 16 and at the New Jersey Historical Commission's Annual Conference on November 20. Both events provided an opportunity to gather information about interested organizations for our database.

Ms. Pepe reported that the Council of State Historical Records Coordinators (CoSHRC) had requested contact information on all SHRAB members.

Ms. Pepe reported that she had met with Mr. Niederer to learn about the NHPRC grant proposal review process, in preparation for reviewing the Newark Museum application. She then handled distribution of grant proposals and collected finished evaluations from board members in preparation for submission to NHPRC.

Ms. Pepe reported that work had steadily progressed on developing the content in SHRAB's web site. She also stated that a letter was mailed to all organizations listed in SHRAB's database, requesting that they verify the information in their entry.

Ms. Pepe reported that a SHRAB committee teleconference occurred on October 21 concerning planning for SHRAB's future public programs. Information on the outcome of the call is included under new business in these minutes. An application for a mini-grant from the New Jersey Historical Commission for support of the board's public programs was completed and submitted to the Commission today.

Mr. Niederer led a discussion of plans for the 2005 SHRAB Conference. Mr. Niederer stated that the title of the conference will be "*Documents and Dollars: Saving New Jersey's Records.*" The date has been set for Friday, March 18, 2005, and the venue is Alexander Library at Rutgers, New Brunswick. There was extensive discussion about ways and means to promote participation in the conference.

Mr. Niederer announced that Max Evans and Richard Cameron (both of NHPRC) and Kathleen Roe (New York State Archives) have agreed to speak at the conference. The main focus of the conference will be a national initiative for state-based funding of archives and historical records projects. Allen Weinstein, nominated by President Bush to become Archivist of the United States, supports this initiative. SHRAB should promote state-level support for the initiative, which would provide grant funding to be administered by the board. Mr. Becker reported that Rutgers preservation archivist Tim Corlis would be willing to present a hands-on preservation workshop at the conference. Also under consideration are a grant-writing workshop by the New Jersey Historical Commission, an advocacy workshop by Kathleen Roe, and a strategic planning discussion led by Richard Cameron.

The board then discussed the Newark Museum Association's grant application, and submitted final numerical scores and narrative evaluations. Mr. Niederer stated that a copy of the composite board review of the grant proposal will be provided to the board in January.

Mr. Niederer reported that NHPRC staff had expressed appreciation to New Jersey's SHRAB for the quality of its reviews, which are among the best in the nation, providing different perspectives and constructive criticism.

There being no further business, the meeting was adjourned at 11:45 a.m. (Motion: Ms. Densky-Wolff; second: Mr. Turk).

Respectfully submitted,

Karl J. Niederer
State Coordinator