



## **Idaho State Historical Records Advisory Board (SHRAB)**

*Serving the present and future generations of Idaho by providing expertise to encourage the preservation of historical and significant records.*

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### **PUBLIC MEETING AGENDA**

**Thursday, Sept. 17, 2009**

960 Washington St., Room 202A  
Eastern Washington University, Cheney, Washington

- 9:00 AM Joint Meeting of Washington and Idaho SHRABs  
Introductions: All
- 9:15 State of the state archives: House, Handfield
- 10:00 ISHRAB/WSHRAB status, incl. re-grants, replevin and workshops: House, Wilson, Handfield, Payton, Roley
- 11:15 Briefing on WSU archives: Trevor Bond
- Noon What's next for SHRABs (and lunch): All
- 1:30 PM Tour of Digital Archives: Harold Stoehr
- 2:45 Breakout meetings
- 3:45 Wrap up
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- 2:45 PM Idaho SHRAB Business Meeting Call to order  
Roll Call of Board Members  
Approval of minutes of the July 24, 2009 board meeting
- Old Business and committee reports  
Report on ISHS BOD Meeting  
Board membership (Carter, Lucy, Rod)  
Report of the State Archivist (Rod)  
Review of Idaho SHRAB Community Grants (Carter)  
Approval of travel and administrative expenses
- 3:45 PM Recess
- 5:30 PM Public reception hosted by Washington SHRAB at the Northwest Museum of Arts and Culture, 2316 W. First Ave., Spokane, Washington

The Idaho SHRAB is funded by a grant from the

**NHPRC**

DOCUMENTING DEMOCRACY

National Historical Publications and Records Commission

7:00 PM Reconvene business meeting at the Davenport Hotel Dining Room, Spokane, Washington

Old Business and committee reports continued

Report of joint venture for video/electronic training (Lucy, Alan)

Status of 2010-2011 SNAP Grant from NHPRC (Rod, Carter)

Proposed Legislation (Sen. Darrington, Carter, Rod)

Report of Awards Committee (Steve, Duane)

Report on the Records Center (Duane)

New Business

Legislative proposal to recognize SHRAB in state statutes

Time and place of next meeting

Adjournment

Friday, September 18

9:00 AM – 4:00 PM – Joint Training Session

Northwest Museum of Arts and Culture, 2316 W First Ave., Spokane

**The Washington and Idaho State Historical Records Advisory Boards  
with the**

**Nisqually Tribal Archives, National Archives-Pacific-Alaska Region, Northwest Museum of Arts and  
Culture, and the Heritage Resource Center (Washington State Historical Society)**

**P R E S E N T**

**The Basics of Archives – Northwest Tribal Communities**

**A FREE ONE-DAY WORKSHOP FOR THOSE WHO WORK WITH NATIVE AMERICAN HISTORICAL  
RECORDS, BUT MAY NOT BE TRAINED ARCHIVISTS**

Do you need to take care of historical records...but you're not a trained archivist? What is the right thing to do with those oral interviews, photographs, tribal records, hand-drawn maps, and family letters in your collection?

The Basics of Archives is a workshop developed by the Council of State Archivists for people who work or volunteer in organizations that deal with the past. Whether you work in a tribal museum, archive, library, cultural resource office or are considering establishing a program, you will get practical advice, sample forms and policies, and learn basic practices to follow so that you can collect, protect, and help people use the historical treasures in your care. Your team of instructors will consist of experienced professionals including several tribal archivists.

The workshop includes:

- . What historical records are -- and aren't.
- . How to decide what to keep.
- . How to make sure that you have legal title to your collections.
- . How to handle collections when you get them so you know what you have and how to locate collections.
- . How to protect your collections from theft.
- . How to deal with copyright issues.
- . What tools you need to create to help users find the information in your collections.
- . How to take care of historical records to ensure their preservation and accessibility into the future.
- . Issues unique to tribal collections including *Protocols for Native American Archival Materials*