

**MINUTES  
OF THE  
ALABAMA HISTORICAL RECORDS  
ADVISORY BOARD  
August 31, 2006**

The Alabama Historical Records Advisory Board (HRB) held its inaugural meeting on Thursday, August 31, 2006, at 10:30 a.m. in the Regions Board Room at the Alabama Department of Archives and History (ADAH). Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Wayne Coleman, representing the Birmingham Civil Rights Institute; David Tuck, representing the Black Heritage Council; Elizabeth Wells, representing the Alabama Genealogical Society; John Feathers, representing the Alabama Historical Association; Clark Center, representing the Alabama Library Association; Denise Jernigan-Bush, representing the Alabama Association of Municipal Clerks and Administrators; Rickey Best, representing the Network of Alabama Academic Libraries; Bob Davis, representing the Alabama Press Association; Lyn Frazer, representing the Society of Alabama Archivists; Leonard Wilson, representing the Sons of Confederate Veterans; and Mary Norman, representing the United Daughters of the Confederacy. Visitors present included Geniece Johnson, City Clerk of the City of Fairhope; Vicki Miller, City Clerk of the City of Satsuma; Shirley Pratt, Baldwin County Department of Human Resources; and Sue Medina of the Network of Alabama Academic Libraries. Board members not present at the meeting were Roger Powell of the Alabama Circuit Clerks Association, Stan Batemon of the Association of County Commissions of Alabama, Lori Lein of the Alabama League of Municipalities, and Sherrie Phillips, of the Alabama Probate Judges Association.

Archives staff members present included Tracey Berezansky, Tom Turley, Frank Brown, and Corlis Floyd.

Ed Bridges called the meeting to order at 10:30 a.m. He confirmed the presence of a quorum for the meeting and noted that the meeting had been properly announced, as required by the Alabama Open Meetings Law. In his opening remarks, Dr. Bridges reviewed the process of the HRB's creation by the legislature, and offered his understanding of the Board's purpose, responsibility, and composition. He welcomed the members to the meeting.

A motion to accept the agenda for the meeting was made by Rickey Best and seconded by Leonard Wilson. The motion was unanimously approved.

**Introductions:**

After introducing himself to the board members, Dr. Bridges gave the members an opportunity to introduce themselves and to tell the agency, organization, or association they were appointed to represent on the HRB. Staff members of the ADAH Government Records Division also introduced themselves to the board.

**Overview of HRB:**

Tracey Berezansky, Deputy State Coordinator for the HRB, gave a PowerPoint presentation outlining the background and responsibilities of state historical records advisory boards. Ms.

Berezansky introduced board members to the “parent” organization that Alabama’s HRB will work with and receive grant monies through—the National Historical Publications and Records Commission (NHPRC). She also explained the record preservation advocacy activities of the Council of State Archivists (CoSA) which is comprised of the state coordinators of all the state historical records boards.

Mr. Berezansky reported that Alabama’s HRB was successful in securing an administrative grant in the amount of \$9,728 to help fund members’ travel expenses and activities during the next year.

A short group discussion followed relating to the specific issues needing to be addressed and the opportunities existing for this board to serve the people of Alabama by aiding in the collection, preservation, and use of historic records.

### **Review of HRB Manuals:**

A manual containing information for Alabama’s HRB members was distributed to each board member. Ms. Berezansky reviewed the manual’s contents and referenced the duties and responsibilities of the board and specific forms that board members would need to complete when submitting grant reviews to the NHPRC.

Ms. Berezansky also reported that NHPRC’s federal funding had suffered increased reductions for several years and that the agency had been zero-funded in the current administration budget. Some advocacy groups have been working to get NHPRC’s funds reinstated. Ms. Berezansky stated that she may ask HRB members to write their congressional representative in support of funding NHPRC later in the fall.

### **Overview of 1986 Assessment and Status of Local Records Program Today:**

In 1983, Alabama received a federal grant for the purpose of assessing Alabama’s archives. Dr. Bridges reviewed the results of this study and made available to the board copies of the full report for reference. As a result of this study and subsequent funding received, a local records program was developed at the Archives. Tom Turley reported that initial accomplishments of the local records program were developing and implementing retention schedules for local government records and providing on-site assistance to local officials in records management and preservation. Under a regrant program that ran from 1993 to 1996, 37 pilot projects were completed during two grant cycles. Some of the projects identified and improved storage conditions for historical records. Other projects microfilmed records to ensure their long-term preservation. Most of the participating localities still have active records management and preservation programs.

A current ADAH project that assists local officials with records preservation involves the microfilming of loose county records, such as marriages, divorces, and estate files, by the Genealogical Society of Utah (GSU). To date, 39 counties have completed filming their loose records, and approximately 10 to 15 additional counties are preparing records to be filmed. This project has been a great success in that it has helped to increase contact and cooperation in local

records initiatives among county officials, local historical and genealogical societies, and ADAH staff.

**General Discussion of HRB Activities:**

Dr. Bridges noted that, in order to comply with NHPRC’s rules, one of our first issues of business should be to develop a long-term strategic plan for the board, which has to be submitted to NHPRC for review and approval. Dr. Bridges suggested that a committee be elected or appointed from within the board to develop a plan for the planning process. Two other committees that Dr. Bridges felt would be needed were a by-laws committee and a grants review committee. A general discussion followed as to what should be the HRB’s primary focus and objectives.

**Establish Committees for 5-Year Plan, By-laws, and Grant Review:**

The board agreed with Dr. Bridges’ suggestion to elect committees from within its membership to develop a strategic plan, draft by-laws for the board, and create a grant review committee. The following members volunteered to serve on these committees:

Planning Committee - Rickey Best, Clark Center, Wayne Coleman, and Elizabeth Wells

By-laws Committee - Denise Jernigan-Bush/Geniece Johnson, Mary Norman

Grant Review Committee - Board members concluded that appointments to this committee be deferred until the board had a plan of action and by-laws in place. In the event a grant might need reviewing before appointments are made to this committee, the entire board will do the reviewing.

**Establish 1, 2, and 3 years Terms of Office:**

In order to establish staggered terms for board members, all the names of the currently appointed members were placed in a “hat” and randomly drawn. The following service terms were the result:

**3 Years Term**

Lyn Frazer, Society of Alabama Archivists  
David Tuck, Black Heritage Council  
Stan Batemon, Association of County Commissions  
Sherrie Phillips, Probate Judges Association  
Leonard Wilson, Sons of Confederate Veterans

**2 Years Term**

Rickey Best, Network of Alabama Academic Libraries  
Roger Powell, Alabama Circuit Clerks Association

Lori Lein, Alabama League of Municipalities  
Geniece Johnson/Denise Jernigan-Bush, Alabama Association of Municipal Clerks  
& Administrators  
Bob Davis, Alabama Press Association

**1 Year Term**

Wayne Coleman, Birmingham Civil Rights Institute  
Elizabeth Wells, Alabama Genealogical Society, Inc.  
John Feathers, Alabama Historical Association  
Clark Center, Alabama Library Association  
Mary Norman, United Daughters of the Confederacy

**Dates for Future Meetings:**

Since there is a good deal of work to be done in establishing policies and procedures for the HRB, Dr. Bridges suggested that quarterly meetings might be necessary at this point. The next meeting of the Alabama Historical Records Advisory Board will be announced via email in the coming weeks, after polling all members to determine the time and date that best fits everyone's schedule.

**Reimbursement Forms:**

Members of the board are entitled, under grant policies and procedures, to receive reimbursement of travel costs incurred as a result of attending called meetings of the board. Dr. Bridges asked that all members wishing to receive reimbursement for travel costs complete a form W-9, for tax purposes, and sign an official state travel form, DFC 6. Upon receipt and acceptance of these forms, members should expect to receive their reimbursement checks from the State Comptroller's Office in about two weeks.

**Adjournment and Lunch:**

Dr. Bridges declared the meeting adjourned at 12:04 p.m. Lunch was served for members, guests, and staff in the Jones Training Room at ADAH.

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Corlis Floyd, Secretary  
Alabama Historical Records Advisory Board

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Edwin C. Bridges, Chairman  
Alabama Historical Records Advisory Board