

Blue Ribbon Committee for Historic Archives Meeting Minutes April 14, 2023

Attending: all members

Acceptance of March 24, 2023 Minutes

Decision to Include in each agenda our Purpose/Charge

Purpose/Charge

This Task Force is charged with exploring options to create a public/private archive to protect documents related to the city's past, present and future, and to present their findings and recommendations to the City Council.

The Task Force will examine:

1. How the City and Portsmouth nonprofits historical organizations can join together to create a facility that meets the needs of archiving and making accessible important records.
2. The criteria for including materials in the archives
3. What archiving methods should be used for these materials to assure each type is protected effectively (i.e. maps, drawings, books, letters, etc.)
4. What type of space will be required for such an effort including how the space will be identified, procured/created and maintained
5. How will the ongoing work of the archives be funded? What are the opportunities for accessing funds, including local and state monies and private contributions?
6. How will the archives ongoing leadership and management be structured and implemented?
7. This Task Force will not be responsible for a plan to determine the maintenance and preservation of City records required to be archived under State and Federal laws and regulations.

Discussion of "Year-End Report"

Archive Task Force Year-End Report: [From Kristen]

The intention of our Task Force Mission work-in-progress is to establish the scope of our committee's goals to assure we deliver a comprehensive plan to the City of Portsmouth at year-end. Some points below are not necessarily intended as textural sections of our Committee's mission, but serve as important factors which will influence the time-tested blueprint, and actual future Mission Statement and historical longevity, of the Archives.

Below are my points for consideration and discussion:

Plan recommendations will include:

- physical infrastructure plan fostering storage, preservation, safety, education and accessibility
- inclusion of research and exhibit areas (to discuss)
- leadership and staffing hierarchical structure of the completed Archives (titles only)
- flexible plan which serves as a guideline for future unknown variants, such as: environmental, societal, governmental, conservational and financial
- a mission statement recommendation (for the completed Archives, a culmination of our year's work)

Definition of object content types to include:

- agreement of the scope of acceptable objects
- continuing an understanding among current (and future) Portsmouth historical and museum associations
- framework of object-flow between the Archives, museums, associations and private ownership: acquisitions, loans and donations
- acquisition guide for in-scope objects from outside Portsmouth
- Deaccession parameters and restrictions
- Recognition of financial parameters, including:
- development of an infrastructure that cultivates funding, i.e., grant, government and private, both initially and post-inception
- growth plan

Big-picture, beyond our committee's jurisdiction:

- definitive location
- budgetary estimates to develop and sustain
- legal organizational structure, i.e., 501(c)3, 501(c)6 or city-owned
- leadership personnel

Public / Private Archive for Portsmouth History

Trying to separate the mission of the Committee from the mission of the ultimate facility is difficult at this time. Although we have discussed and agreed upon (some) details in our meetings, I suggest some of the broad concepts that I would like to see as well as those suggested so far. [Kristen]

Other Business - Next meeting 4/28 9-10:30 in Conference Room A at City Hall

Tour of Library Archival Storage, Special Collections Room and the Reference Storage area

Adjournment

Respectfully Submitted,
Christine Friese