



OFFICE OF THE CITY CLERK
Maureen Feeney, City Clerk

Archives and Records Advisory Commission Meeting

Thursday, June 21, 2018

Curley Room
Boston City Hall, 5th Floor
3PM – 5PM

Meeting Agenda

1. Minutes of May 7, 2018 Commission Meeting (attached)
2. Vote on Retention Schedule Revisions
3. Data Analytics Software Procurement
4. Rivermoor Facility Storage Space Depletion
5. Colonial Era Records Repatriation

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CITY OF BOSTON
Archives & Records Management Advisory Commission

Minutes
Monday, May 7, 2018, 3:00 P.M.
Boston City Hall – Piemonte Room – 5th Floor
One City Hall Square, Boston, MA 02201

Members Present: Maureen Feeney (City Clerk), Julie Burros (Arts & Culture), Patty McMahon (Registry), Brendan Haley (Public), Judith Watkins (Public) and Jill Snyder (Public)

Others Present: Assistant City Clerk Alex Geourntas, Archivist John McColgan, Archivist for Collections Management Kristen Swett, Archivist for Reference & Outreach Margaret Crilly, Records Management Analyst Christopher Carter, Assistant Archivist Kayla Skillin, Nate Smith (BPDA), Shawn Williams, City Records Officer, James Cyphers (DND) and Patrick Collins (DOiT).

Call to order at 3:25 PM.

Chair Maureen Feeney welcomed Commission members and guests

Motion offered by Brendan Haley to approve the minutes of the previous Commission Meeting and seconded by Jill Snyder. All voted in favor.

The Archivist Report was presented via Archives Staff as follows:

Archivist for Collections Management Kristen Swett discussed collection assessment remains a constant priority for the Archives and includes conducting an inventory of all bound volumes, audio visual holdings, City Council tapes and Model City records. WIFI was recently installed at the Archives along with new telephone system allowing staff to communicate more effectively among themselves and with the general public. The availability of space continues to be a concern as to collections volume and staff continually reassesses volume in an attempt to increase space. It was recently learned that the National Grid lease was renewed delaying the possibility of any expanded collections space for the Archives.

Assistant Archivist Kayla Skillin spoke to the Archives work with digitizing photos and records to allow for better access to these collections. Archives staff is working on creating a Digital Exhibit of Boston's Role during World War I in recognition of the 100th Anniversary.

Records Management Analyst Christopher Carter discussed ongoing efforts relative to Records Management and the transfer of records from city departments to the Archives. RFP being prepared by the City for the disposition of electronic records and network file shares. Departments are more cooperative in dealing with records retention schedules and process. The City's Retention Schedule was changed to reflect the schedule utilized at the state level. This uniformity will allow for a smoother transition and eliminate any confusion on timeframes. The newly revised Retention Schedule was distributed at the meeting.

Discussion ensued relative to the City's Retention Schedule changes that were first suggested by Shawn Williams, the city's Public Records Officer in a previous meeting. The Archives agreed to be in line with the State's Retention Schedule. Mr. Williams further suggested during the meeting that the Law Department designee should review these changes prior to the Commission taking a vote to approve changes. Commission members questioned how the changes would affect departments and litigation. Mr. Williams left the meeting and came back with Attorney George Bahnan from the Law Department who is not the named designee for the Commission. Assistant Corporation Counsel Henry Luthin is the authorized designee for the Commission. Attorney Bahnan suggested that the Commission delay any vote pending Law Department review of the changes.

Archivist for Reference and Outreach Margaret Crilly discussed the Archives' online and social media presence via statistics provided in the Archivist Report. Processing and transferring Menino Administration 13K electronic files that cover 1994-2014 will begin in July. Initiated work on Imagine Boston 2030 exhibit with Mayor's Office and with WHDH to create a Mystery Photo of the Week. Twitter, Facebook and Tumblr presence has increased interest in Archives collections.

City Clerk Maureen Feeney and Archivist John McColgan discussed colonial era records currently stored at the Boston Public Library. Following department relocation to new City Hall in the 1970s, the City Clerk placed these records in BPL temporary custody for safekeeping. The Clerk has made several attempts over the years to have these documents returned to City Clerk statutory custody. Records should be returned to the Clerk and into the safe custody of the Archives in the near future.

City Clerk Maureen Feeney and Archivist John McColgan thanked the Commission members for their strong support and of course, the staff at the Archives for all of their hard work.

Motion to Adjourn Meeting offered by Julie Burros and seconded by Patty McMahon. All voted in favor.

Meeting adjourned at 4:55 PM.