

Record Storage Advisory Committee minutes for March 28, 2018

Present: Savanna Ouelette (SO), Linda Avis Scott (LAS), Leslie Bracebridge (LB) and Susie Mosher (SM), minute taker

Absent: Becky Torres and Susan Millinger

The meeting opened at 11:03 am. Minutes of Feb 28, 2018 were approved with two edits and a thank you to Susan Millinger for providing us with such well written minutes.

LAS: The use of the flat file is under way and she is focusing on storing current records. She has created an indexing folder. She will purchase pencils and markers recommended for archiving (a minimal cost) using funds from one of the boards she works with.

**In looking at our research and discussions so far, committee members observed:**

LB: Record storage is on a continuum. We are doing well.

LB: There are more state of the art systems out there as far as space and environmental controls.

SO: As efforts for a New Library Project grow, future uses for the current little library building are considered. Moving an office from current town hall to the little library building may free up some storage or office space for records.

LAS: The FSC (Forest Stewardship Council) white paper we currently use is rated for 500 years of conservation quality. This meets our goal of archival quality materials. We will not pursue purchasing a separate case of archival paper. LB suggests the annual Town Meeting minutes get the higher-grade cotton fiber archival paper. LAS will check into the archival qualities of the recycled paper the Recycling Committee's policy wants purchased if it meets the pricing guidelines.

SM: We see that other towns store different records under a variety of conditions. What is put in a vault varies. The qualities of storage that are recommended (fireproof, floodproof, accessible, proper temperature, humidity and light, and indexing) are all carried out to varying degrees with different types of records. Towns have varying resources for record storage.

SM: Measuring environmental conditions to make informed choices is important.

**SHRAB Grant**

Urged by Rachel Onuf, the Roving Archivist, to apply for remaining money in SHRAB, Susie drafted a grant proposal for a PEM2 datalogger that would be used in the Old Town Hall vault. This was edited and approved by RSAC.

The current conditions in the vault allowed mold to grow in the collecting bin of the dehumidifier. The three gauges in the vault yield different readings and it appears it got too cold for the dehumidifier to take moisture out of the air. We agreed that our next step is to set up a meeting as soon as possible with Rachel Onuf, a representative from the Buildings Committee who knows the building, and the RSAC. We will invite Kristin Van Patten, a member for the Historical Commission who has a degree in Archiving and who has offered her support.

LAS: Would like SM to check the progress of our budget request to the Finance Committee for archival boxes.

LB: Would like more progress on dealing with storage space issues now.

### **Possible Spaces**

We brainstormed, without debating or analyzing, a list of any and all possible current and future record storage spaces:

Back room in current Town Hall

Kitchen in Town Hall

The Little Library building

Office space in Town Hall that is vacated by department moving to Little Library building

Space as part of the New Library building project

A free-standing building behind Town Hall

Attach module(s) to current town Hall

Better utilization of metal freestanding cabinets in Town Hall basement room

Old Town Hall

Old Town Hall kitchen area

Old Town Hall with module added on

Historical Closet

Free standing safe like we saw in Wendell

Differentiated space for non-permanent records

It was suggested that we could ask Rachel for the name of a town with a free-standing record storage building to go visit as a model different than what we have seen so far.

The meeting adjourned at 12:25 pm