



OFFICE OF THE CITY CLERK

Maureen Feeney, City Clerk

Archives and Records Advisory Commission Meeting

Thursday, February 27, 2020

City Archives / Conference Room

201 Rivermoor Street

West Roxbury, MA 02132

3:00 PM to 5:00 PM

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Meeting Agenda:

1. Call to Order and City Clerk Welcome
2. Minutes of February 28, 2019 Commission Meeting (attached)
3. Staff Changes
4. Staff Reports
5. Archives Storage
 - a. Shelving Hazard Correction
 - b. Update on Archives Storage Space Depletion
 - c. Tour of Storage Areas
 - d. Next Steps



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CITY OF BOSTON
Archives & Records Management Advisory Commission

Minutes

Thursday, February 28, 2019, 3:00 P.M.
Boston City Hall – Piemonte Room – 5th Floor
One City Hall Square, Boston, MA 02201

Members Present: Maureen Feeney (City Clerk), Patty McMahon (Registry), Kara Elliot-Ortega (Arts & Culture), Brendan Haley (Public), Jill Snyder (Public)

Others Present: Assistant City Clerk Alex Geourntas, Archivist John McColgan, Archivist for Reference and Outreach Marta Crilly and Shawn Williams, city's Public Records Officer.

Call to order at 3:15 PM.

Chair Maureen Feeney welcomed Commission members and introductions took place of all present.

Maureen Feeney offered a short history of the City Archives and where we are today.

Motion offered by Patty McMahon to approve the minutes of the November 15, 2018 Commission Meeting and seconded by Jill Snyder. All voted in favor.

Archivist John McColgan spoke about the Archival Exhibition about Irish Immigration in Boston and acknowledged all the hard work of Archives staff in preparing exhibition for a presentation during Boston's St. Patrick's Day Breakfast in South Boston. State Senator Nick Collins requested that the exhibition be showcased during the breakfast and a suggestion was made during the Commission meeting that the exhibition be showcased at City Hall as a public event.

Archivist for Reference and Outreach Marta Crilly provided updates on the Digital Repository with over 3K users and 5000 visits. Working with the Boston Public Schools at the Jeremiah Burke High School providing instruction to over 60 students on how to access Archives information and students are utilizing the "How to" listing. More than 150 students have accessed this "How to" when conducting research.

Plans include group tours and speaking events to increase the awareness of the Archives and its historical resources. Marta also mentioned working with Simmons College to apply for a grant to begin collaboration later this year.

Discussion ensued about how Archives can be more involved with city departments on archiving of public records. More direct interaction needed with each department to familiarize and encourage city employees responsible for archiving public documents to work closely with Archives staff to accomplish this goal.

Archivist John McColgan updated the Commission that the storage space expansion report has not been completed, but the consultants have recommended a mobile shelving system to address space concerns at Rivermoor facility. A reconfiguration of space is being proposed as well and a draft study will be due on March 8 and draft recommendations due on March 15.

To facilitate renovations at its main building on Boylston Street, the Boston Public Library will transfer ISD building permit plans to the Archives. The Colonial Records that are currently at the Library since the 1970's are the subject of discussions with the Archives staff as to the possibility of transferring care and custody of these records to the Archives. BPL President David Leonard is open to discussing this matter and reaching an agreement on transfer of these records.

Motion to adjourn was offered by Brendan Haley and seconded by Jill Snyder. All in favor.

Meeting adjourned at 4:55 PM