HISTORICAL PRESERVATION COMMITTEE REPORT
LNC MEETING JUNE 20201V1

COMMITTEE OVERVIEW
Policy Manual Section 2.02 SCOPE AND RESPONSIBILITIES

Historical Preservation Committee

The HPC shall be responsible for directing the preservation and publication of Party historical documents and the administration of LPedia.org. A report of its decisions and activities shall be delivered at each LNC meeting.

The scope of the initial organizing work will last well into several years (the estimate is at least additional five years depending on member involvement), and LPedia will need to be maintained for the time of its existence.

Committee Members
- Caryn Ann Harlos (Chair)
- Joe Dehn (Secretary)
- Ed Fochler
- James Gholston
- Andrew Kolstee
- Annuelle Mosashvili

Status of search for potential additions to committee:
Ms. Mosashvil was added after extensive interviews. There remains one potential vacancy to be filled by the right candidate.

Reports, Meetings, and Communications
The Committee is committed to transparency and conducts open meetings on the first and third Wednesday of each month via Zoom. The agenda is posted and updated here: *https://lpedia.org/wiki/LPedia:LPHPC_Agenda*. The Committee email list moved to G-Suite as of January 1, 2021 and its discussions are publicly viewable at: https://groups.google.com/u/1/a/lp.org/g/historical-preservation-committee. The minutes and other records from its proceedings are preserved on LPedia [1] (links noted below for member review):

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[1] *The complete history of minutes and reports can be found at:* https://lpedia.org/wiki/National_Historical_Preservation_Committee

Minutes Prepared since the last report:[2]

- December 2, 2020   https://lpedia.org/w/images/3/36/Minutes_2020-12-02_HPC.pdf
- December 16, 2020   https://lpedia.org/w/images/8/84/Minutes_2020-12-16_HPC.pdf
- January 6, 2021   https://lpedia.org/w/images/e/ee/Minutes_2021-01-06_HPC.pdf
- January 20, 2021   https://lpedia.org/w/images/6/69/Minutes_2021-01-20_HPC.pdf
- February 3, 2021   https://lpedia.org/w/images/3/37/Minutes_2021-02-03_HPC.pdf
- February 17, 2021   https://lpedia.org/w/images/6/6a/Minutes_2021-02-17_HPC.pdf
- March 3, 2021   https://lpedia.org/w/images/8/8b/Minutes_2021-03-03_HPC.pdf
- March 17, 2021   https://lpedia.org/w/images/4/4d/Minutes_2021-03-17_HPC.pdf
- April 7, 2021   https://lpedia.org/w/images/a/a3/Minutes_2021-04-07_HPC.pdf

Prior Committee Reports this Term:

- July 8, 2020   https://lpedia.org/w/images/7/7e/LPHPC_Report_2020-07-08.pdf
- September 13, 2020   https://lpedia.org/w/images/6/63/LPHPC-REPORT_2020-09.pdf
- December 5, 2020   https://lpedia.org/w/images/0/06/LPHPC_2020-12_V1.pdf

Motions Considered

- That the expenses of $1,500 plus tax and $125 for scanning and scanning supplies for New Mexico vendor be approved. PASSED WITHOUT OBJECTION. (MAY 12, 2021)

Regular Dedicated Non-Committee Volunteers

Ms. Harlos has been working with training dozens of volunteers who have been putting in time here and there. She is continuing this program.

STATUS OF LPEDIA

General Statistics[3]

- 4,983 Articles
- 38 Active Editors
- 6,207 Document/Image Uploads

Daily unique visitors remain about 100-125.

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[2] As per the requirements of the Policy Manual Section 2.02.1, the above-linked minutes contain the dates and attendance rosters for each of the Committee's meetings since the previous regular LNC Meeting.

[3] **Last report statistics:**
- 4,696 Articles
- 22 Active Editors
- 5,558 Document/Image Uploads

ACCOUNTING FOR CALENDAR YEAR 2021

Total Expenses Booked: $2,058.69

Total Revenue: $435.00

Total Budget: $2,500.00

Funds Committed: None

The rest of this report is dedicated to answering questions posed by LNC Member Tucker Coburn earlier this year and appended hereto.

Respectfully Submitted,

Committee Chair

1) How much time do committee members volunteer (approximately) per week?

It varies. The HPC Chair spends on average 8 hours per week (though some weeks it can be 20 hours or more), and invites interested LNC members to write to the committee members (contact information on the subcommittees page) to get specifics as to their time. Committee members are required to attend meetings twice a month that can be up to two hours a meeting and have multiple assignments in between meetings.

2) How many states have historical preservation efforts in their states? Are there "state leads" not on the HPC? Are there any state committees that expressly work independent of the HPC?

Three to five states have such efforts at any one time, and they work at least in part independently of the HPC depending on how that is defined. We are not kept up to date with state leads but aware of several.

3) What percent of HPC members' time is spent dealing with LPedia vs. the national party records?

The two are not separable in that manner. Many tasks involve taking the records and presenting them on LPedia so they would fall under both categories.

4) How many research requests does the HPC receive per year (2019, 2020)? When was the last one?

Approximately 5-10 per year. The last one was from Mr. Luchini this month.

5) When was the last time anyone was in the storage facility besides the committee chair? Who and for what purpose?

Sean Vadney and Wayne Harlos to help re-load boxes back from New Mexico several weeks ago.

6) When was the last time a researcher was in the storage facility?

No researchers have come to the facility unless the archivist from Italy who had a general interest in history is counted. She was there several years ago. The exact dates are in the reports previously provided to the LNC and available for review. The major donor who visited at the same time frame may be considered a researcher as he did have specific interests and spent time in those boxes.

7) What role has the HPC actively played with the archive? Scanning? Sorting? Cataloging? Indexing? Inventorying?

See answers to questions below.

8) Approximately how many items have been scanned? What is this as a percent of the total? How many (and %) have been uploaded to LPedia?

Not everything is a "scan" such as audio/visual items. Since Mr. Luchini has volunteered, 80% of documents have been scanned. 80% of videos have been converted. The audios remain virtually untouched. About half of what has been scanned is presently uploaded though that changes constantly.

9) How has the HPC prioritized scanning and uploading?

By opportunity (such as we have money and a good vendor that can do a certain type of record), by concern for decay (audio/visual items have limited life in their original media), and by general interest level (see below).

10) Does the HPC define what researchers would consider interesting, and how? What percent of these materials have been scanned and/or uploaded?

We expect what is of most general interest to Party members and that is newsletters and press releases. Every newsletter and press release has been scanned except ones recently received. More than half have been uploaded.

11) What is the process for requesting time in the archives? If there is no index or catalog, how does the HPC efficiently facilitate this research?

The boxes are labeled and most research is done online. One requests time through the HPC Chair.

12) How large is the national archive? How many standard bankers boxes? Any file cabinet drawers, and if yes how many? Any other relevant categories of materials that are inventoried, and if yes how much of each?

Several hundred bankers boxes and 5 lateral file cabinets. See below for the rest of the information.

13) What is the % record type of the collection? (ex. 60% official records such as memos, transcripts, internal communications; 20% a/v recordings, 10% newsletters, etc…)

This is a very rough estimate as it is comparing apples to oranges.

25% newsletters

15% audio/visual

60% everything else

14) How is the archive currently organized? Is this different from how it used to be organized in DC? How so?

It was not organized in DC with the exception of the issues of LP News and fundraising letters and sporadic groupings of other categories. It is now tightly organized by category and within the categories.

15) What percent of materials are loose vs. filed?

Everything is "filed." If by loose, you mean unsorted, everything was sorted but the collection is not static. For example, we recently came into possession of about 5 bankers boxes of items that need to be sorted.

16) Is there a complete inventory? Partial? How is it detailed? Can you share this inventory list?

No, there is no separate inventory of the physical boxes. LPedia and its various indexes by category is how material is tracked. A file list can also be printed off of LPedia.

17) What percent of materials fall into the following condition categories: Mint, Excellent, Good, Fair, Poor?

This is a rough estimate.

Mint: 10%

Excellent: 50%

Good: 35%

Fair: 4%

Poor: 1%

18) Has there ever been flood, fire, or other damage to the archives? Has there been such damage since the records moved to Colorado?

Years ago, there was a catastrophic flood at the Watergate building. Wes Benedict has that info. There has never been any damage of any kind since the records have been in CO.

19) Is the storage facility climate controlled?

Yes. It is an indoor bay unit.

20) Are the storage lockers indoors or outdoors? If outdoors, is it weatherproofed?

See answer to number 19.

21) How often are volunteers in the storage facility? Committee members? The HPC Chair?

This is not a static answer and varied over the years. For the first two years, the HPC Chair and one volunteer went nearly every weekend. A few years ago, a professional archivist traveled from Italy and spent a month at the facility. The spouse of the HPC Chair volunteers when needed. A major donor visited and spent about one day there around the same time frame. Other volunteer involvement is sporadic. There is a new volunteer who has been to the facility several times and asks to be contacted each time the HPC Chair visits so that they can attend if available. A newly elected LPCO Board member intends upon being a regular volunteer at the facility. No other committee members have been to the facility.

22) How does the HPC scan materials currently? Personal scanner or professional?

Primarily professional. When we have volunteers with scanners, we also use them, and the HPC Chair has a professional large format scanner she purchased on her own along with legacy conversion software (VueScan). Personal electronic scanning programs that can be found on iPhones and the like have improved tremendously, and that is beginning to be utilized in a pinch.

23) How often does the HPC Chair scan materials? How often do committee members and volunteers?

There is not a scanning "schedule." Most of the scanning has been done by professional companies. Over the years, committee members and other volunteers have scanned personally about 2,000 pages as a rough estimate.

24) Does the HPC still use Mountain States Imaging? If not, why and since when? If yes, how often?

We have used multiple vendors over the years and would prefer to keep participating in the Lyrasis consortium. We have used them once. We use vendors based on costs and specifics of jobs. We would use them again if they were the best and not if they were not.