

Missouri State Archives

Finding Aid RG 5.55

Office of Secretary of State

Missouri State Archives

Missouri Historical Records Advisory Board

Abstract: Records of the Missouri Historical Advisory Board including correspondence, grants, reports, and strategic plans, 1985-2021 (bulk dates, 1989-2005).

Extent: 6.1 cubic ft., (8 Hollinger boxes, 1 oversize box, 1 DVD).

Physical Description: Paper files, color and black and white photographs, negatives, DVD.

Alternative Formats: None.

Location: Missouri State Archives.

Administrative Information

Access Restrictions: Blueprints contained in the Reports series are closed per [RSMO 610.021 \(19\)](#).

Publication Restrictions: Copyright is in the public domain. Items reproduced for online or physical publication should carry the credit line: Courtesy of the Missouri State Archives. Researchers bear sole responsibility for following applicable copyright laws regarding non-governmental publications.

Preferred Citation: [Item description], [Date]; [Box and Folder]; [Series]; Missouri Historical Records Advisory Board 5.55; Missouri State Archives, Jefferson City.

Acquisition Information: Agency transfer. Accession numbers 1990-017, 2010-0094, 2022-0188, 2022-0190, 2022-0205, 2022-0207, and 2023-0087.

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Historical and Biographical Notes

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory board for historical records planning and for projects relating to historic records that are developed and carried out within the state of Missouri (RSMo 109.221). The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories, and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program and the Local Records Preservation Grant Program.

The NHPRC, the grant-awarding division of the National Archives and Records Administration, authorized a system of state historical records advisory boards in 1975. The MHRAB began meeting in 1978. In 1985, Executive Order 11 formally created the MHRAB. The MHRAB gained statutory standing in 1989 with the General Assembly's passage of House Bill 686 and amending legislation the following year in House Bill 1496. Later bills amended the composition of the board.

The governor appoints board members with the advice and consent of the Senate. The Missouri Secretary of State, who holds the position of board coordinator, handles administrative responsibilities. Federal regulations require board members to have experience and interest in the collection, administration and use of historical records, as well as a dedication to the preservation of and access to Missouri's documentary heritage. Over the years, archivists, curators, records managers, legislators, librarians and family historians have served on the MHRAB.

The MHRAB's mission statement commits it to "promote and support identification of, preservation of, and access to all historical records in Missouri."

Timeline

Year	Event
1975	The National Historical Publications and Records Commission (NHPRC) authorized a system of state historical records advisory boards.
1978	First meeting of the Missouri Historical Records Advisory Board (MHRAB).
1985	Executive Order 11 formally created the Missouri Historical Records Advisory Board (MHRAB).
1989	House Bill 686 granted Missouri Historical Records Advisory Board (MHRAB) statutory authority.
1993-2018	1993 Senate Bill 52, 1995 Senate Bill 3, 1998 House Bill 1480, and 2018 Senate Bill 843 all updated the composition of the board.

Additional Descriptive Information

Bibliography

“Missouri Historical Records Advisory Board (MHRAB).” Missouri Secretary of State. Accessed August 25, 2022. <https://www.sos.mo.gov/archives/mhrab/mhrab>.

Securing Our Documentary Heritage: A Plan for the Preservation of Missouri’s Historical Records: A Report of the Missouri Historical Records Advisory Board Assessment and Strategic Planning Project. Missouri Secretary of State. Accessed August 26, 2022. <https://www.sos.mo.gov/CMSImages/Archives/1999Plan.pdf>.

Related Material

RG 000.005 Office of the Secretary of State: Record Services State Documents
RG 5.54 Missouri Board on Geographic Names
RG 5.56 Record Services Administrators
RG 391.01 Missouri Lewis and Clark Bicentennial Commission

Series

The records are organized into the following series:

Business Files, 1988-2003
Correspondence, 1985-2000
Grants, 1989-2004
Minutes, 1985-2021
Publications, c. 2014-2024
Reports, 1990-2000
Strategic Planning, 1988-2009

Business Files, 1988-2014

Extent: .2 cubic ft. (.5 Hollinger box)

Arrangement: Alphabetical

Scope and Content

The Business Files series includes records used as guides for MHRAB.

Container List

Box	Folder	Contents	Date
1	1	Establishment	1988-1991
1	2-3	MHRAB Manual of Suggested Practices	June, 2001
1	4	New Admin Rules	2003
13	9	Plan of Work	2010-2012
13	10	Plan of Work	2012-2014
1	5	Priorities and Procedures	1991-1992

Correspondence, 1985-2005

Extent: .2 cubic ft. (.5 Hollinger box)

Arrangement: Alphabetical

Scope and Content

The Correspondence series contains correspondence between board members, the National Historical Publications and Records Commission (NHPRC), and other statewide organizations.

Container List

Box	Folder	Contents	Date
1	6	1991-1992	1991-1992
1	7	Appointment-Related Correspondence	1989-1996
1	8	Congressman Blunt's Testimony regarding NHPRC Funding	April, 2000
1	9	Correspondence to Board	1989-1996
13	1	Correspondence Related to Regrant Program	2000-2005
1	10	Missouri Bar Foundation Grant	1997
1	11	Missouri Ethics Commission	1996-1997
1	12	NHPRC	1985-1988
1	13	NHPRC	1989-1994

Grants, 1989-2014

Extent: 2.8 cubic ft. (7 Hollinger boxes)

Arrangement: Chronological by grant; original order within grants

Scope and Content

The Grants series contains those obtained by the Missouri Historical Records Advisory Board for projects sponsored by the Board and/or the Missouri State Archives. Summaries of regrants awarded as part the Missouri Historical Records Grants Program (MHGRP) can be found within the originating grant paperwork.

Acronym lists for grants:

Acronym	Full Title for Program
IMLS	Institute of Museum and Library Services
MHRGP	Missouri Historical Records Regrant Program
NARA	National Archives and Records Administration
NEH	National Endowment for the Humanities
NHPRC	National Historical Publications and Records Commission
SHRAB	State Historical Records Advisory Board
SLCCRP	St. Louis Circuit Court Records Project
SNAP	State and National Partnerships

Container List

Box	Folder	Contents	Date
2	1	Conducting Effective Oral History Interviews	1989
2	2	Connecting Links Grant MH-010-89: Callaway, Moniteau, and Osage Counties	1989
2	3	Connecting Links Grant MH-519-90: Barton and Newton Counties	1990
2	4	Connecting Links Grant MH-011-90: Cape Girardeau, Adair, Laclede, and Dunklin Counties	1990
2	5	Connecting Links: Mid-Missouri Workshops	1989
2	6	Connecting Links: Adair County Workshop	1990
2	7	Connecting Links: Barton County Workshop	1990
2	8	Connecting Links: Cape Girardeau Workshop	1990
2	9	Connecting Links: Dunklin County Workshop	1990

Box	Folder	Contents	Date
2	10	Connecting Links: Laclede County Workshop	1990
2	11	Connecting Links: Newton County Workshop	1990
2	12	Connecting Links: Attendee Packet	1989-1990
2	13	Connecting Links: Local History A Sense of Time in Place	Undated
2	14	Connecting Links: Miscellaneous Correspondence	1989-1990
2	15	Connecting Links Workshops Photographs and Negatives	1989-1990
OB1	1	Connecting Links Posters	1989-1990
2	16	NHPRC Grant #90-039	1990-1994
2	17	NHPRC Grant # 91-100	1991-1992
3	1-3	NHPRC Grant #93-104	1993-1997
3	4	NHPRC Grant #93-104 Final Report	1998
3	5-11	NHPRC Grant #94-035	1993-1999
3	12	NHPRC Grant #2000-030	2000
3	13	4363-MO NHPRC Proposal MHRAB Regrant Proposal (later grant 2001-029) Application	2000
3	14	NHPRC Grant #201-029, Budget and Timeline	2000
3	15	NHPRC Grant #2001-029 Grant Award	2001
3	16	NHPRC Grant #2001-029 Interim Narrative Report January-June, 2001	2001
4	1	NHPRC Grant #2001-029 Interim Narrative Report July-December 2001	2001
4	2	NHPRC Grant #2001-029 Interim Narrative Reports, January-June and July-December, 2002	2002
4	3	NHPRC Grant #2001-029 Interoffice Memo	August, 2002
4	4	NHPRC Grant #2001-029 Follow-Up Exchange	May, 2003
4	5	NHPRC Grant #2001-029 Interim Narrative Report January-June, 2003	2003
4	6	NHPRC Grant #2001-029 Interim Narrative Report July, 2003-January, 2004	2003-2004
4	7	NHPRC Grant #2001-029 Interim Narrative Report January-June, 2004	2004
4	8	NHPRC Grant #2001-029 Media Coverage and Letters of Support	2002-2003
15	2	Guidelines and Applications	2001-2003

Box	Folder	Contents	Date
4	9	NHPRC Grant #2001-029 MHRGP Guidelines and Application	2001-2003
4	10	NHPRC Grant #2004-001, Application and Notification of Award	2003
4	11	NHPRC Grant #2004-001 Correspondence with NHPRC	2002-2003
4	12	NHPRC Grant #2004-001 2003-2004 Guidelines	2003-2004
4	13	NHPRC Grant #2004-001 Workshop Information	2004
4	14	NHPRC Grant #2004-001 Interim Narrative Reports	2003-2004
4	15	NHPRC Grants #2001-029 and #2004-001 Combined Interim Narrative Report January, 2004-January, 2005	2004-2005
4	16	NHPRC Grant #2004-001 Grant Application Workshops	November 5-December 2, 2003
4	17	NHPRC Grant #2004-001 2003-2004 Guidelines and FY2005 Grant Cycle Application	2003-2005
4	18	NHPRC Grant #2004-001 Vendor and Consultant Lists	2004
4	19	NHPRC Grant #2004-001 Final Financial and Narrative Reports	2005
4	20	NHPRC Grant #2004-001 Extended Grants for Web Project	2005
4	21	Summaries Cycle 1	2001
4	22	Summaries Cycle 2	2002
4	23	Summaries Cycle 3	2004
5	1	5/23-MO NHPRC	2002
5	2	NHPRC Grant #2003-013 (Electronic Records Education and Training Initiative)	2003
5	3	MHRGP Subgrantee Survey	2003
5	4	MHRGP Workshop: Selecting and Appraising, Arrangement and Description	2004
5	5-7	MHRGP Practically Preservation Workshops	Fall, 2004
11	1	NHPRC Grants #2001-029 and #2004-001 Combined Final Narrative Report	2005
11	2	2005-074 NHPRC Grant FY06	2005-2006
11	3	NEH Planning Grant	2006
11	4	SHRAB Grant FY07, NAR06Grant-053	2006-2007
11	5	FY 2008 SNAP Grant	2008-2010

Box	Folder	Contents	Date
11	6	Supreme Court Digitalization Grant	2008-2009
11	7	SHRAB Administrative Support Grant FY08	2007-2008
11	8	SNAP Grant FY09	2006-2009
5	9	NARA/NHPRC SNAP 2009 Application	2009
5	8	2009-2010 Grant Program	2009-2010
12	1-2	SNAP Grant (Regrant Program), NAR09-RC-10073-09	2009-2010
5	11	NARA/NHPRC SNAP 2010	2010
5	12	2010-2011 Grant Program	2010-2011
12	3-5	SNAP Grant (Regrant Program II), NAR10-RC-10081-10	2010-2011
5	13	2011 MHGRP Workshops	2011
5	10	NARA/NHPRC SNAP 2009 Final Report	2011
12	6	Osage County Historical Society Regrant	2011
12	7	NAR13-RE-10053-13 Electronic Records Initiative	2011-2013
12	8	NAR15-RG-50006-15 Electronic Records Initiative	2015
5	14	2012-2014 Grant Program	2012-2014
12	9-10	NHPRC Grant, NAR12-RC-10131-12	2012-2014
13	1-2	NHPRC Grant, NAR12-RC-10131-12	2012-2014
13	3	MHRGP 2012-2014 Award and Decisions Summaries	December, 2012
13	4-5	SNAP Grant (Trainings), NAR14-RC-10222-14	2014-2015
13	6-7	State Board Programming Grant, NAR16-RC-10269-16	2016
13	8	State Board Programming Grant FY07	2016-2017

Minutes, 1985-2021

Extent: .8 cubic ft. (2 Hollinger boxes)

Arrangement: Chronological

Scope and Content

The Minutes series represent the official record of the board, including decisions on grant applications and programs planned. Some minutes for 2001-2004 were only filed in the Interim Narrative Reports for the NHPRC grants. These have been cross-referenced below.

Container List

Box	Folder	Date
6	1	1985
6	2	February 18, 1986
6	3	September 16, 1986
6	4	January 22, 1987
6	5	February 19, 1987
6	6	November 24, 1987
6	7	October 18, 1989
6	8	March 7, 1990
6	9	July 10, 1990
6	10	October 31, 1990
6	11	February 20, 1991
6	12	July 10, 1991
6	13	October 3, 1991
6	14	February 28, 1992
6	15	June 30, 1992
6	16	March 2, 1993
6	17	June 21, 1993
6	18	October 28, 1993
6	19	March 4-6, 1994 MHRAB Planning Grant Retreat
6	20	June 21, 1994
6	21	October 21, 1994
6	22	June 21, 1995
6	23	October 23, 1995
7	1	June 19, 1996
15	1	August 16, 1996 (Agenda only)
7	2	November 14-16, 1996 MHRAB Retreat
7	3	June 25, 1997
7	4	October 17, 1997
7	5	June 18, 1998

Box	Folder	Date
7	6	October 28, 1998
7	7	October 26, 1999
7	8	June 21, 1999
7	9	March 21, 2000
7	10	June 13, 2000
7	11	October 26, 2000
7	12	June 19, 2001
7	13	August 23, 2001
7	14	February 14, 2002
7	15	June 2, 2002
4	4	May 19, 2003 (in 2001-029 Follow-up exchange folder 2003)
7	16	June 4, 2003
7	17	November 18, 2003
7	18	April 2, 2004
7	19	June 9, 2004
7	20	October 29, 2004
7	21	May 4, 2005
7	22	October 27, 2005
7	23	May 22, 2006
8	1	May 23, 2007
8	2	April 21, 2008
8	3	May 19, 2008
8	4	October 20, 2008
8	5	July 30-31, 2009
8	6	October 26, 2009
8	7	December 3, 2009
8	8	July 19, 2010
8	9	October 18, 2010
8	10	December 2, 2010
8	11	July 28, 2011
8	12	December 1, 2011
8	13	July 24, 2012
8	14	December 7, 2012
8	15	June 21, 2013
8	16	December 6, 2013
8	17	September 26, 2014
8	18	February 11, 2015
8	19	April 21, 2015
8	20	July 28, 2015
9	1	May 20, 2016
9	2	August 26, 2016 Conference Call (unofficial meeting)
9	3	December 2, 2016

Box	Folder	Date
9	4	May 12, 2017
9	5	December 1, 2017
9	6	January 19, 2018
9	7	May 4, 2018
9	8	May 24, 2019
9	9	January 24, 2020
9	10	May 29, 2020
9	11	January 22, 2021
9	12	May 28, 2021

Publications, c. 2014-2024

Extent: 1 folder

Arrangement: Smallest to largest, alphabetical within size

Scope and Content

Series includes posters created by MHRAB in partnership with the Missouri State Archives, three of which were also done in partnership with the National Archives.

M.C. stands for Map Cabinet. Substitute drawer for box.

Container List

Box	Folder	Contents	Date
1	4	Disaster Preparedness (2 copies)	c. 2017-2023
1	4	The Drive to Digitization (2 copies)	c. 2014-2016
1	4	Family Tree (1 copy)	c. 2017
1	4	Family Tree (2 copies)	c. 2018-2023
1	4	Piecing Together the Electronic Records Puzzle (2 copies)	c. 2017-2016
1	4	Photograph Preservation Best Practices (2 copies)	c. 2024

Reports, 1990-2002

Extent: .1 cubic ft. (1/4 Hollinger box)

Arrangement: Alphabetical

Scope and Content

Series includes reports created for or by members of the MHRAB and/or the Missouri State Archives.

Blueprints are restricted [under RSMO 610.021 \(19\)](#).

Container List

Box	Folder	Contents	Date
10	1	Analysis of the Missouri State Archives Move Report	1990
10	2	Connecting the Archival Community Report	July, 2002
10	3	MHRAB History	C. 1995
10	4	Missouri State Archives Move Report Prepared by Staff (Restricted)	February 2, 1990
10	5	Recognizing Leadership and Partnership, Missouri Sections Only	1993

Strategic Planning, 1988-2009

Extent: .3 cubic ft. (3/4 Hollinger box)

Arrangement: Chronological

Scope and Content

The Strategic Planning series contains all documents relating to the three strategic plans released on 1988, 1999, and 2009. Planning for the 1999 plan began with a survey in 1996. Planning for the 2009 plan began with a survey conducted in late 2008 to early 2009.

Container List

Box/Barcode	Folder	Contents
10	6	1988 Strategic Plan (2 copies)
10	7	1988 Survey: Blank Form
10	8	1996 Survey: Blank Forms
10	9	1996 Survey: Historical Records Repository Survey Database Documentation
0005017808		1996 Survey: Historical Records Repository Survey Database and Other Assorted MHRAB Files DVD
10	10	1996 Survey: Missouri Tables
10	11	1996 Survey: Sampling of Survey
14	1-10	1996 Survey: Remaining Surveys
10	12	1996 Survey: Scope and Content of Collections
10	13	1999 Strategic Plan (2 copies)
10	14	2008-2009 Survey: Blank Form
10	15	2008-2009 Survey: Sampling of Survey
10	16	2008-2009 Survey: Strategic Development
10	17	2008-2009 Survey: Survey Development
10	18	2008-2009 Survey: Survey Implementation
OB1	2	2008-2009 Survey: Survey Results Print Out
10	19	2009: Regional Planning Meetings
10	20	2009 Strategic Plan