

Am. Samoa Historical Records Advisory Board
3rd^t Quarterly Meeting
Friday July 26, 2025 1-2 pm.
Open to the Public via Zoom
Register via email to james.himphill@das.as.gov

I. Call to Order. Roll Call.

Available Board Members and Interested public

II. Minutes for approval:

Second Quarterly Board Meeting was on April 28, 2025 at ASHPO Office.

III. Old Business

1. Summary

A. Review of Board business during May-June.

- .1 ASHRAB Strategic Plan 2025-2028
- .2 NHPRC Grant Appl for 2026 cycle
- .3 ASHRAB computer, supplies and digitization equipment acquisition progress.

B. Review of any local NHPRC applicants.

C. Review of ASHRAB NHPRC Grant Project objectives/accomplishments .1 to .4;

- .1 First 1st Quarterly Board Meeting
- .2 February ASG Personnel/Public Outreach resulted in dialog, comments, suggestions and surveys were distributed. Historical records about the 1891 Land Commission were donated. Info on 1964 UH microfilm also.
- .3 March ASG Training Outreach included a CoSA data consultants visit
- .4 April ASHRAB 2nd Quarterly Meeting
- .5 May Zoom training session: Surveys and/or digitization of historical documents.
- .6 June Zoom outreach: Digitization/metadata workshop for HC and/or TR personnel

D. Review and planning of remainder .7 to .12 ASHRAB activities for 2025:

- .7 July ASHRAB Quarterly Meeting
- .8 Aug. partner collections & microfilm Finding Guides. Finalization of 125 docs/images
- .9 Sept. training: Digitization/Metadata/AI for OARM 90 yr old archives personnel/public
- .10 Oct. 4th Quarterly Meeting
- .11 Nov. Outreach Grant project review workshop
- .12 Dec Digitization/Metadata training for TR staff/public

2. Review of Project Staff Assistants/Presenters

A. Ten (10) people: 4 Outreach and 6 Training presenters

B. To help with teaching, learning materials, surveys, Finding Guides, digitization, website.

3. Review of Products:

- A. 2025-2028 Strategic Plan
- B. 4 paper/electronic historical archives surveys
- C. 2 bilingual Finding Guides to significant public documents/images
- D. 2 subject/topic Historical Finding Guides to ASG archives/microfilms
- E. 1 electronic/printed Finding Guide to 125th images/docs. Published online and printed.

4. Publicity

- A. Facebook, OARM website, and/or Samoa News articles
- B. 125th Flag Day Time capsule event; ASHPO outreach/training plans

5. 2025 NHPRC Grant Project Objectives Summary:

- A. Creation/adoption of a 4 year Strategic Plan
- B. Sharing NHPRC Grant Opportunities with Community via outreach sessions.
- C. Reviewing any business from NHPRC
- D. Archives surveys of Tutuila, Manu'a & Swains and Am. Samoa material at Manu'a or Samoa
- E. Creating 4 bilingual Finding Guides to significant public or private documents, images of government, church and/or business repositories.
- F. Creating 4 bilingual Finding Guides to microfilm info via workshops and/or online crowd sourcing.
- G. Digitization & Finding Guides of 125 historical docs/images for a 125th Flag Day website.
- H. ASHRAB member or proxy travel to annual Council of State Archivists conferences.

IV. New Business

- 1. Floor open for new business.
 - a. Motion for new members and/or meeting with Governor to clarify ASHRABs role.

V. Adjourn