

Alabama Department of Archives and History FY 2008 Strategic Plan

▶ *This symbol below denotes objectives that area special priority for the year.*

(1) Identify, appraise, and acquire books, records, and artifacts that document Alabama history and are appropriate to the department's collections.

Special objectives:

- ▶ Acquisitions Committee to lead efforts to acquire material to support the development of the new museum exhibits in accordance with the department's acquisitions plan
- ▶ Expand and strengthen agency electronic records acquisition program
- ▶ Explore program for acquisition of newspapers in digital format

Ongoing tasks:

- Contact and work with prospective donors regarding potential gifts of records and artifacts to the department
- Acquire, document, and acknowledge all records and artifacts received by the department

(2) Catalog, manage, and properly preserve records and artifacts in the department's custody.

Special objectives:

- ▶ Hire book cataloger and transition book project from contractor to staff
- ▶ Establish a system for archivally managing electronic records
- ▶ Develop and implement a plan for processing the private records backlog
- ▶ Begin processing the Wallace Collection
- ▶ Review system for preserving information about collections in order to ensure transfer of curatorial knowledge prior to pending retirements
- ▶ Review, verify, and update location data in the newspapers-on-microfilm database
- ▶ Improve storage of textile and portrait collections
- ▶ Process the state publications backlog

Ongoing tasks:

- Inventory and provide preliminary descriptions of all newly acquired materials
- Arrange, describe, and create online finding aids for all materials held by the department
- Deaccession materials not core to the department's collecting policy
- Manage and preserve the collections of the department
- Ensure security for the collections and the department as a whole
- Monitor auction sites and other sales markets to identify items stolen from the department's collections (registrar)
- Provide annual reviews of collection-care and security policies to staff

(3) Provide access to records and artifacts in the department's custody and general reference information regarding Alabama history and government.

Special objectives:

- ▶ Provide regular workshops and training on research and use of collections
- ▶ Develop a web-based tutorial on using Department collections for family history research
- ▶ Expand quantity of digital collections accessible through ContentDM
- ▶ Work with Department of Veterans Affairs to establish a program to scan DD214s
- ▶ Work with online content providers to make additional collections accessible through commercial providers

Ongoing tasks:

- Provide research assistance for visitors, and in response to mail, email, and telephone requests
- Continue building the military service records database
- Complete the digitization of historical legislative records
- Prepare microfilm and perform quality checks on the film of records that are fragile, of historical or financial importance, and subject to frequent use
- Support the Interlibrary Loan program
- Provide copies of material requested by researchers

(4) Promote an improved awareness and understanding of Alabama history with special concentration on history education in Alabama schools, museum exhibits, continued enhancement of the department's website, and general programs of public interest.

Special objectives:

- ▶ Complete the final design phase for new museum (December)
- ▶ Complete the documentation phase for new museum (September)
- ▶ Design and seek funding for the Alabama History Education Initiative
- ▶ Improve design and content of Alabama Moments as a tool for supporting history education instruction
- ▶ Begin design of student tour options for new museum galleries
- ▶ Develop expanded tour opportunities and enrichment for adult visitors
- ▶ Develop plans for continuing museum visitation during FY09 construction
- ▶ Implement an updated plan for improving the functionality of the department's website
- ▶ Prepare an *Alabama Guide Book*

Ongoing tasks:

- Provide a meaningful education experience for student groups that visit the Archives
- Maintain existing interpretive exhibits
- Provide assistance and support for general visitors to the department
- Organize and provide public programs about Alabama history
- Maintain and continue to build the department's website
- Assist and support the work of other organizations promoting Alabama history
- Provide workshops and training opportunities for teachers of Alabama history

(5) Assist state agencies, local governments, and local history organizations in the proper care of records and artifacts of historic value.

Special objectives:

- ▶ Support the State Historical Records Advisory Board in the development and implementation of its plan for preservation of historical records
- ▶ Review findings of Subcommittee E of the Open Records Task Force to determine if the Department should initiate legislation to address the findings

Ongoing tasks:

- Operate the State Records Center as a self-supporting enterprise
- Promote a better public awareness of the need for and ways of caring for Alabama's historical records and artifacts
- Support the work of the State Records Commission and the Local Government Records Commission
- Provide information to those who contact the department for assistance in the care of records and artifacts
- Continue to support the "Loose Records Project"
- Provide support service to government agencies and local organizations in the management of all formats of historical records and artifacts
- Provide statewide workshops in the care, preservation, and use of historical records and artifacts

(6) Support the improvement and expansion of department services through a development program.

Special objectives:

- ▶ Raise \$ 2 million in private funds for the new museum
- ▶ Seek \$ 4 million in federal funds for the new museum
- ▶ Seek \$4 million in state funds for the new museum
- ▶ Design public phase of campaign for implementation in FY09
- ▶ Convert Foundation records to Quickbooks
- ▶ Formalize financial management procedures for the Friends and the Foundation
- ▶ Increase Friends membership

Ongoing tasks:

- Strengthen efforts to secure legislative support
- Increase public awareness of and support for the work of the Archives, working with the Friends and the Foundation
- Provide support for the work of the Friends of the Alabama Archives
- Provide support for the work of the Alabama Archives and History Foundation
- Provide support for the Alabama Academy of Honor

(7) Improve administrative operations and capabilities within the department to ensure the effective achievement of the above goals.

Special objectives:

- ▶ Develop new administrative procedures for the Stonewall Jackson Fund
- ▶ Oversee repair work on handrails, terrace pavers and restrooms
- ▶ Establish and implement procedures for conducting background checks on prospective new employees
- ▶ Implement revised space allocation plan and increase cubicle capacity
- ▶ Explore options for expanding and improving the use of user feedback systems and developing formal reporting process
- ▶ Improve medical emergency response capabilities
- ▶ Provide quarterly IT training to staff
- ▶ Establish capacity to create mass e-mails and e-newsletters
- ▶ Plan for consolidation and expansion of public relations efforts

Ongoing tasks:

- Provide information to and support for the Board of Trustees
- Continue the department's planning processes
- Represent the department in outside functions for which the department has a statutory responsibility
- Complete budgets and other reports in compliance with state requirements
- Coordinate the department's volunteer program
- Manage the department's LAN and coordinate information systems
- Coordinate personnel management
- Provide administrative support services for the department
- Promote continuing staff development
- Track constituent satisfaction through survey devices and respond to concerns
- Provide regular emergency response training to staff

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