

Alabama Department of Archives and History
FY 2012 Strategic Plan
October 12, 2011

▶ *This symbol below denotes objectives that are a 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:

- ▶ Acquire materials to support the development of the new museum exhibits in accordance with the department's acquisitions plan
- ▶ Explore options for acquisition and preservation of newspapers in digital format
- ▶ Establish plan for re-appraisal of low-use, high-volume government records

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:

- ▶ Complete requirements of Wallace Collection agreement
- ▶ Work with Alabama Folklife Association and State Council on the Arts to seek continued funding for folklife archivist
- ▶ Develop plan for transitioning from Persistent Digital Archives and Libraries System (PeDALS) project to ADAH electronic records program
- ▶ Establish a formal process that inventories servers, regularizes backup, and ensures proper preservation storage of archival collections.
- ▶ Evaluate needs for conversion of audiovisual materials to digital format
- ▶ Implement plan of work for HistoryMakers-funded intern working September 2011 through June 2012
- ▶ Complete survey of processing needs across collections and explore options for addressing processing backlog
- ▶ Organize printed materials in Old Stacks, identify items that need to be cataloged, and discard materials that do not meet collections criteria

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
- 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, disaster-response, emergency, and security procedures to staff
- Expand and strengthen agency electronic records preservation program

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

Special objectives:

Ongoing tasks:

- Provide research assistance for visitors, and in response to mail, email, and telephone requests
- Provide occasional public workshops on research and use of collections.
- Support the Interlibrary Loan program
- Add digital collections to CONTENTdm
- Work with online content providers to make additional collections accessible through commercial providers

(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 content and design planning for Phase II of Museum of Alabama and secure bids for implementation
- ▶ Develop Phase I gallery guide and rack card for department
- ▶ Seek Department of Education support and funding for the Alabama History Education Initiative
- ▶ Conclude Malone Family Foundation grant for Alabama History Education Initiative
- ▶ Participate in statewide Becoming Alabama activities
- ▶ Standardize collection and reporting of web site statistics
- ▶ Maintain weekly Saturday museum hours with outside funding

Ongoing tasks:

- Provide a meaningful educational experience for student groups who 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, update, 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:

- ▶ Conclude second round of local archives re-grant program through Historical Records Advisory Board
- ▶ Apply for third round of local archives re-grant program if funded at the federal level
- ▶ Work with Legislative Reference Service and allied organizations to develop and secure passage of legislation to strengthen Alabama SRC and LGRC records laws
- ▶ Conclude participation in IMLS grant received by Archival Training Collaborative on the care and handling of local records
- ▶ Assess the status of local court records and develop a long-term strategy for their preservation
- ▶ Conclude participation in FEMA-funded IPER Project for emergency-preparedness training
- ▶ Complete arrangement and preservation for remaining counties in Loose Records Project

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, the Local Government Records Commission, and the Historical Records Advisory Board
- Provide information to those who contact the department for assistance in the care of records and artifacts
- Provide support service to government agencies and local organizations in the management of all formats of historical records and artifacts

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

Special objectives:

- ▶ Develop new web pages for Friends and Foundation
- ▶ Raise remaining \$4 million in private, state, and federal funds for the new museum
- ▶ 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:

- ▶ Seek funding opportunities for repairs and renovations to restrooms, electrical, old stacks, and Coley Wing; cleaning of building exterior (HVAC underway and to be completed in FY12; capacity of electrical system increased to support future upgrades on floor-by-floor basis)
- ▶ Complete landscaping on NW lawn

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 and safety training to staff
- Maintain medical emergency response capabilities and certifications
- Promote public awareness of the programs and activities of the Department

Revised 10/12/11