

## Alabama Department of Archives and History FY 2016 Strategic Plan

- ▶ *Special objectives—priority for the current year*
- ◇ *Horizon objectives—emerging priorities for next two to four years*
- *Ongoing tasks—routinized functions*
  - Addition or substantial revision to prior year's plan*

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

*Special objectives:*

- ▶ Complete new Collections Management Policy.
- ▶ If funded by National Historic Publications and Records Commission (NHPRC), implement appraisal component of Alabama State Electronic Records Project (ASERP) in conjunction with Office of the Governor.
- ▶ Continue staff training on PastPerfect for acquisitions program and update procedures as needed.
- ▶ Develop Records Disposition Authority for Alabama Military Department and prioritize appraisal of records at armories slated for closure.
- ▶ Develop strategy for appraisal and ingest of Alabama Public Television film.
- ▶ Launch initiative for documenting period of 1966-1975: military service, social history, immigration, manufacturing, race relations, school integration, African Americans in public office, campus life, space program.
- ▶ Develop policies and procedures and acquire equipment for an active oral history program.

*Horizon objectives:*

- ◇ Commit additional resources to active acquisitions program.
- ◇ Establish process and identify funding for purchase of collections through estate sales.

*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.
- Seek additional participants for digital newspaper collection.

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

*Special objectives:*

- ▶ Establish Digital Asset Management section.
- ▶ Implement regularly scheduled process for maintenance of server and backup information.
- ▶ Evaluate needs and develop recommendations for conversion of audiovisual materials to digital format.
- ▶ Define agency standards for digitization.
- ▶ Implement PastPerfect for cataloging artifacts and update procedures as needed.
- ▶ Implement Alma/Primo archival catalog system.
- ▶ Implement archival storage bar code system.
- ▶ Develop and implement a curatorial housekeeping plan for exhibit galleries.
- ▶ Clear backlog of artifacts to be placed in storage and implement use of new textiles cabinets.
- ▶ If National Historical Publications and Records Commission (NHPRC) grant is awarded, implement preservation component of Alabama State Electronic Records Project (ASERP) in conjunction with Governor's Office.
- ▶ Implement high-level processing of Riley administration and other electronic records under ASERP.

*Horizon objectives:*

- ◇ Improve Coley Wing and Old Stack storage areas for anticipated future use.
- ◇ Develop and implement de-accessioning plan.
- ◇ Conduct final review of out-of-scope serials and books for disposition.
- ◇ Establish long-range plan for dark-archives storage of master files.
- ◇ Plan for security system improvements to include additional cameras and Coley Wing doors.
- ◇ Transfer large furniture collection to off-site storage.
- ◇ Develop sponsorship program for collections conservation.

*Ongoing tasks:*

- 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.
- Review annually the priorities for processing backlog of private records.
- Update inventory of and responsibility for digital assets.

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

*Special objectives:*

- ▶ Update digitization priority list with consideration to Bicentennial, Reconstruction, and World War I anniversaries.
- ▶ Create limited-function public access to restricted digital collections in Research Room.
- ▶ Procure large-format scanner.
- ▶ Strengthen collection managers' knowledge of reference services.

*Horizon objectives:*

- ◇ Resume weekly Saturday hours in Research Room.
- ◇ Plan statewide digitization effort for Alabama Mosaic in conjunction with Bicentennial Commission.

*Ongoing tasks:*

- Provide research assistance for visitors and in response to mail, email, and telephone requests.
- Provide regular public workshops and programs on research and use of collections.
- Support the Interlibrary Loan program.
- Add ADAH and Alabama Mosaic digital collections to CONTENTdm based on priority list.
- Work with online content providers to make additional collections accessible through commercial providers.
- Continue development of topical collections guides.
- Increase statewide institutional participation in AlabamaMosaic.

**(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:*

- ▶ Advance Phase II of Museum of Alabama installation to 100 percent completion.
- ▶ Organize files to document completed Museum of Alabama projects.
- ▶ Complete web site relaunch and document needs for continued development.
- ▶ Coordinate development of curricular resources for Alabama Bicentennial Commission.
- ▶ Participate in educator professional development for Alabama Bicentennial Commission.
- ▶ Implement genealogy digitization project in conjunction with Alabama Bicentennial Commission.
- ▶ Participate in content planning for bicentennial traveling exhibit in conjunction with Alabama Humanities Foundation and Alabama Bicentennial Commission.
- ▶ Provide ongoing support for committee work and general operations of the Alabama Bicentennial Commission.
- ▶ Initiate distance-learning outreach through Studio 1819.
- ▶ Continue improvements to Studio 1819 for lighting, soundproofing, hardware, etc.
- ▶ Conclude Malone Family Foundation grant for Alabama History Education Initiative.
- ▶ Coordinate activities of statewide World War I Centennial Committee.
- ▶ Revise pre- and post-visitation materials for K-12 tours.

*Horizon objectives:*

- ◇ Explore options for sustained outreach to pre-service teacher programs at colleges of education.
- ◇ Develop evaluation programs for public events and exhibitions.

*Ongoing tasks:*

- Provide a meaningful educational experience for student groups.
- Install changing temporary exhibits and 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.
- Maintain weekly Saturday hours.
- Maintain updated schedule for rotating exhibit spaces.

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

*Special objectives:*

- ▶ Conclude 2015 NHPRC State Board Programming Grant.
- ▶ Implement 2016 NHPRC State Board Programming Grant.
- ▶ Facilitate the Standards and Excellence Program for History Organizations (StEPs) for initial enrollees.
- ▶ Strengthen relationships with Personnel Department, Office of Information Technology, Emergency Management Agency, and others to increase educational outreach to state and local agencies.
- ▶ Seek opportunities to address organizations of local government officials.
- ▶ Revamp marketing materials for Records Center.

*Horizon objectives:*

- ◇ Assess the status of local court records and develop a long-term strategy for their preservation.
- ◇ Consider applying for NEH newspaper digitization grant.
- ◇ Consider vanity tag program to support assistance to local organizations.
- ◇ Develop goals and process for producing technical training resources including leaflets, podcasts, and other media.

*Ongoing tasks:*

- Operate the State Records Center as a self-supporting enterprise.
- Host annual open house at the Records Center in June.
- Promote a better public awareness of the need for and ways of caring for Alabama's historical records and artifacts.
- Provide consulting services for local history organizations.

- 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.

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

*Special objectives:*

- ▶ Develop new web pages for Friends and Foundation.
- ▶ Transition Foundation from capital campaign to ongoing cultivation.
- ▶ Formalize financial management procedures for the Friends and the Foundation.
- ▶ Increase Friends membership.
- ▶ Increase museum store merchandise and Friends membership incentives based on collections.
- ▶ Implement quarterly calendar for Friends newsletter.
- ▶ Implement annual calendar for foundation grant applications.
- ▶ Implement new member/donor relations system for Friends and Foundation.
- ▶ Request agency name change on income tax checkoff.

*Horizon objectives:*

- ◇ None

*Ongoing tasks:*

- Strengthen efforts to secure legislative support.
- Host legislative open house at beginning of each session.
- Invite legislators to meet school groups at Archives for photo.
- 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:*

- ▶ Implement Standards and Excellence Program for History Organizations (StEPs) self-assessment.
- ▶ Develop plan to complete landscaping on NW lawn.
- ▶ Continue ongoing organization and clean-up of agency's electronic administrative files and ensure appropriate user rights have been applied.
- ▶ Develop long-term lease agreement with Risk Management for parking lot.
- ▶ Develop individual desk manuals and identify critical tasks.
- ▶ Update data collection procedures and develop data visualization for statewide impact.
- ▶ Develop agency annual report for FY16.
- ▶ Prepare written procedures for auditorium a/v system.
- ▶ Increase volunteer corps with emphasis on docents and front desk.

- ▶ Prepare for staff succession in advance of several retirements and for implementation of revised organizational chart in FY 2017.

*Horizon objectives:*

- ◇ Revise quarterly reporting process and contents.

*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 or professional 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 and professional involvement.
- 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.
- Seek funding opportunities for repairs and renovations to restrooms, electrical, old stacks, and Coley Wing; cleaning of building exterior (capacity of electrical system increased to support future upgrades on floor-by-floor basis).

Revised 2/8/16