

FY 2006 GOALS AND OBJECTIVES

- ▶ *This symbol below denotes objectives that are priority for the year.*
- ◆ *This symbol below denotes objectives that will be addressed as resources become available.*

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

Special objectives:

- ▶ Acquire material to support the development of the new museum exhibits in accordance with the department's acquisitions plan
- ▶ Develop and initiate state agency website acquisition program
- ▶ Establish lead file system and initiate solicitations for artifacts and records in accordance with ADAH collecting policy (Registrar)
- ▶ Administer the Folklife grant, if the project is funded
- ▶ Acquire Wallace collection

On-going tasks:

- Contact and work with prospective donors regarding potential gifts to the Department of records and artifacts
- 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 the moving of all materials into new storage areas
- ▶ Deaccession obsolete books
- ▶ Seek external funding for book project

On-going tasks:

- Inventory and provide preliminary descriptions of all newly acquired materials
- Arrange, describe, and create online finding aids for all materials held by the ADAH
- Continue retrospective cataloging of the book collection
- Complete provenance research on a "need to know" basis for artifacts that may be used in the new exhibits
- Deaccession materials not core to ADAH collecting policy
- Manage and preserve the collections of the department

- Ensure maintenance of the best possible environmental conditions for the collections
- Reexamine and tighten security policies for the collections and the department as a whole

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

Special objectives:

- ▶ Review and revise printed handout materials in Reference
- ▶ Provide public access workshops on the use of the department's resources
- ▶ Provide PowerPoint/Presentations slide show of items in ADAH's collections

On-going tasks:

- Provide research assistance for visitors and in response to mail, email, and telephone requests
- Continue building the military service records database
- Complete digitizing 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
- Create digital copies of items of special historical value for expanded access and security
- 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:

- ▶ Initiate the final design phase for the new exhibit
- ▶ Develop an updated plan for improving the functionality of the Department's website
- ▶ Have the Sampler Gallery ready for tours by the end of December 2005
- ▶ Explore options for creating a 3-5 minutes introductory video, "Welcome to Your State Archives" for the new Alabama Power Auditorium

On-going 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 web site
- Continue to maintain and support "Alabama Moments"

- 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.

New objective

- ▶ Assist the State Department of Transportation in implementing a formal archival program
- ▶ Create a State Historical Records Advisory Board

On-going 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) Complete construction and furnishing of new west wing and renovation of existing structure.

New objectives

- ▶ Identify renovations needed for the existing building and seek funding to complete them
- ▶ Establish a welcome station/information kiosk in the main lobby
- ▶ Complete the Regions Board Room and the Walter B. Jones Room
- ▶ Conserve and produce digital images of the French wallpaper

(7) Support the improvement and expansion of Department services through a development program.

New objectives:

- ▶ Hold a public grand opening event and a donor recognition event
- ▶ Raise \$1.5 million in the private sector to continue work on the new museum

- exhibits
- ▶ Secure \$2.5 million in federal funds to help with the new museum and/or the repairs of the existing building
- ▶ Increase Friends membership
- ▶ Establish a gift sales operation in the old Reference Room area

On-going 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

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

Special objectives:

- ▶ Develop formal administrative procedures for the Department, in accordance with Legislative Reference Service guidelines

On-going tasks:

- Provide information to and support for the Board of Trustees
- Review operations of Stonewall Jackson Fund and develop administrative procedures for the operation of the Fund
- 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 the information systems
- Coordinate personnel management
- Provide administrative support services for the Department
- ◆ Promote continuing staff development