

**Alabama Department of Archives and History
FY 2018 Strategic Plan**

Special objectives: *priorities for the current year*
Horizon objectives: *emerging priorities for next two to four years*
Ongoing tasks: *routinized functions*

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

Special objectives:

- a. Complete draft of new Collections Management Policy
- b. Update state agency records transmittal process, including forms, labels, and ingest procedure.
- c. Implement appraisal component of Alabama State Electronic Records Project (ASERP) in conjunction with Office of the Governor.
- d. Develop Records Disposition Authority for Alabama Military Department and prioritize appraisal of records at armories slated for closure.
- e. Develop strategy for appraisal of Alabama Public Television film and develop agreement for preservation.
- f. Implement 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.
- g. Evaluate resource requirements and processes for active oral history program.

Horizon objectives:

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

Ongoing tasks:

- j. Contact and work with prospective donors regarding potential gifts of records and artifacts to the department.
- k. Acquire, document, and acknowledge all records and artifacts received by the department.
- l. Seek additional participants for digital newspaper collection.

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

Priority objectives:

- a. Implement regularly scheduled process for maintenance of file server and backup information.
- b. Project capacity requirements for dark-archive storage of digital materials and develop implementation plan.
- c. Evaluate needs and develop recommendations for conversion of audiovisual materials to digital format.
- d. Define agency standards for digitization.
- e. Develop procedures for identification, separation, and preservation of non-paper formats of newly accessioned records.
- f. Evaluate accession rates and develop projections for consuming available collections storage space.
- g. Continue project linking archival storage bar codes to catalog records.
- h. Continue project for completing catalog records, documenting locations, and photographing museum collections.
- i. Clear backlog of artifacts to be processed and placed in storage.
- j. Implement preservation component of Alabama State Electronic Records Project (ASERP) in conjunction with Governor's Office.
- k. Implement high-level processing of Riley administration and other electronic records under ASERP.
- l. Implement conservation treatment of constitutions and ordinance of secession.

Horizon objectives:

- m. Improve Coley Wing and Old Stack storage areas for anticipated future use.
- n. Develop and implement de-accessioning plan.
- o. Conduct final review of out-of-scope serial and books for disposition.
- p. Plan for security system improvements to include additional cameras and Coley Wing doors.
- q. Digitize registrar's records for collections management reference.
- r. Develop sponsorship program for collections conservation.

Ongoing tasks:

- s. Arrange, describe, and create online finding aids for all materials held by the department.
- t. Manage and preserve the collections of the department

- u. Ensure security for the collection and the department as a whole.
 - v. Monitor auction sites and other sales markets to identify items stolen from the department's collections.
 - w. Provide annual reviews of collection-care, disaster-response, emergency, and security procedures to staff.
 - x. Review annually the priorities for processing backlog of private records.
 - y. Updated 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:

- a. Procure large-format scanner.
- b. Evaluate implications of privacy, privilege, and permissions issues for access.
- c. Implement crowd-sourced indexing project for WWI service records.

Horizon objectives:

- d. Resume weekly Saturday hours in Research Room
- e. Provide public access to PastPerfect catalog.

Ongoing tasks:

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

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:

- a. Request warranty service for exhibit maintenance via PRD.
- b. Convert gallery fixtures to LED lamps.
- c. Complete new label system for hallway portraits.
- d. Implement phased development of new website.
- e. Coordinate education programs for Alabama Bicentennial Commission, to include creation of curricular resources, educator professional development, and Bicentennial Schools program.
- f. Implement genealogy digitization project in conjunction with Alabama Bicentennial Commission.
- g. Participate in content planning for bicentennial traveling exhibit in conjunction with Alabama Humanities Foundation and Alabama Bicentennial Commission.
- h. Develop exhibit of statehood era documents and constitutions for 2019 display in Huntsville and Montgomery.
- i. Develop plans for borrowing and exhibiting NARA records related to territorial period and statehood in late 2019.
- j. Provide ongoing support for committee work and general operations of the Alabama Bicentennial Commission.
- k. Continue improvements to Studio 1819 for lighting, soundproofing, and hardware.
- l. Conclude Malone Family Foundation grant for Alabama History Education Initiative.
- m. Coordinate activities of the statewide World War I Centennial Committee.
- n. Revise pre- and post-visitation materials for K-12 tours.
- o. Expand content for Alabama History DIY.
- p. Develop plans for FY19 change in Treasures Gallery.
- q. Provide planning and logistical support for Cultural Crossroads.
- r. Revise docent training program with emphasis on content and delivery.

Horizon objectives:

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

- u. Produce videos for educational outreach, preservation training, and collections exploration.
- v. Explore options for technology-driven content delivery for museum exhibits.
- w. Recommend candidates for appointment to the Social Studies Course of Study Committee to be chartered in 2019, monitor the Committee's work in 2020-21, and advocate for a strong and effective revision to the Course of Study.

Ongoing tasks:

- x. Provide a meaningful educational experience for student groups.
- y. Provide distance-learning outreach through Studio 1819.
- z. Provide outreach to summer reading programs in public libraries.
- aa. Install changing temporary exhibits and maintain existing interpretive exhibits.
- bb. Provide assistance and support for general visitors to the department.
- cc. Organize and provide public programs about Alabama history.
- dd. Maintain, update, and continue to build the department's website.
- ee. Assist and support the work of other organizations promoting Alabama history.
- ff. Provide workshops and training opportunities for teachers of Alabama history.
- gg. Maintain weekly Saturday hours.
- hh. 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 historical value.

Special objectives:

- a. Facilitate the Standards and Excellence Program for History Organizations (StEPs) for initial enrollees.
- b. Strengthen relationships with the Office of Information Technology, the Association of County Commissions, the League of Municipalities, and others to increase educational outreach to state and local agencies.
- c. Implement general schedule for records retention.
- d. Evaluate effectiveness of Capstone approach to email retention. Determine ramifications of adoption and identify requisite policy changes in conjunction with OIT.
- e. Develop guidance on records management and email for constitutional officers.
- f. Digitize state and local agency files for staff reference.
- g. Review Records Center rates and market to develop additional customers.

Horizon objectives:

- h. Assess the status of local court records and develop a long-term strategy for their preservation.
- i. Consider applying for NEH newspaper digitization grant.
- j. Consider vanity tag program to support assistance to local organizations.
- k. Strengthen relationships with Personnel Department and Emergency Management to increase educational outreach to state and local agencies.
- l. Develop goals and process for producing technical training resources including leaflets, podcasts, and other media, beginning with evaluation of legacy resources.

Ongoing tasks:

- m. Operate the State Records Center as a self-supporting enterprise.
- n. Host annual open house at the Records Center.
- o. Promote a better public awareness of the need for and ways of caring for Alabama's historical records and artifacts.
- p. Provide consulting services for local historical organizations.
- q. Support the work of the State Records Commission, the Local Government Records Commission, and the Historical Records Advisory Board.
- r. Present / exhibit at conferences of local government officials.
- s. 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:

- a. Develop new web pages for the Friends and Foundation.
- b. Transition Foundation from capital campaign to ongoing cultivation.
- c. Formalize financial management procedures for the Friends and the Foundation.
- d. Increase Friends membership.
- e. Increase museum store merchandise and Friends membership incentives based on collections.
- f. Implement annual calendar for foundation grant applications.
- g. Request agency name change on income tax checkoff.

Horizon objective:

- h. Create full-time development position.

Ongoing tasks:

- i. Strengthen efforts to secure legislative support.
- j. Host legislative open house at beginning of each session.
- k. Invite legislators to meet school groups at Archives for photo.
- l. Increase public awareness of and support for the work of the Archives, working with the Friends and Foundation.
- m. Provide support for the work of the Friends of the Archives.
- n. Provide support for the work of the Alabama Archives & History Foundation.
- o. 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:

- a. Implement Standards and Excellence Program for History Organizations (StEPs) self-assessment.
- b. Continue ongoing organization and cleanup of agency's electronic administrative files and ensure appropriate user rights have been applied.
- c. Develop long-term lease agreement with Risk Management for parking lot.
- d. Develop individual desk manuals and identify critical tasks.
- e. Update data collection procedures and develop data visualization for statewide impact.
- f. Develop agency annual report for FY18.
- g. Prepare written procedures for auditorium a/v system.
- h. Increase volunteer corps with emphasis on docents and front desk.
- i. Prepare for staff succession in advance of FY18 retirements.
- j. Revise quarterly reporting process and contents.

Horizon objectives:

Ongoing tasks:

- k. Provide information to and support for the Board of Trustees.
- l. Continue the department's planning process.
- m. Represent the department in outside functions for which the department has a statutory or professional responsibility.
- n. Complete budgets and other reports in compliance with state requirements.
- o. Coordinate the department's volunteer program.
- p. Manage the department's LAN and coordinate information systems.
- q. Coordinate personnel management.
- r. Promote continuing staff development and professional involvement.
- s. Track constituent satisfaction through survey devices and respond to concerns.
- t. Provide regular emergency response and safety training to staff.
- u. Maintain medical emergency response capabilities and certifications.
- v. Promote public awareness of the programs and activities of the Department.
- w. Seek funding opportunities for repairs and renovations to restrooms, electrical, old stacks, and Coley Wing