



2016-2016 Strategic Plan

Goal 1: Strengthen the role of the State Archives in Preserving State Records

Objectives:

- Conduct a records assessment of state agencies (*ongoing*)
- Assess agency storage requirements and options for records management
- Hold informational workshops for state agencies on preserving historical records (*ongoing*)
- Establish official agency liaisons to State Archives (*ongoing*)
- Pursue re-establishment of working group to review records disposition and preservation issues
- Pursue (re)adoption of state records management and archives act
- Revise internal records transfer process (*completed*)
- Create and acquire funding for at least one (1) FTE records manager
- Create and acquire funding for at least one (1) additional FTE Archival Technician for filming and/or digitization of state records

Goal 2: Provide Support for the Preservation of Local Government Records

Objectives:

- Establish working relationships with the Association of Arkansas Counties and affiliate groups
- Explore and pursue funding for updated, multi-phase state-wide assessment and inventory of local government records
- Explore and pursue funding for informational and records preservation workshops for local government officials
- Pursue options for expanding copying and storage capability of local government records at the State Archives and regional facilities.

Goal 3: Provide Appropriate Staffing

Objectives:

In order to address the insufficiency of the current staff size, as well as to support new or expanded initiatives in this plan, this plan supports the addition of the following positions:

- *Deputy Director:* Currently, the State Historian acts as agency Director. Nearly 100% of the State Historian's time is spent on administrative tasks, leaving little or no time for scholarship. If scholarship is an integral part of the State Historian position, a Deputy Director position is necessary to share some of the administrative responsibilities. Rather than asking for a new position, the agency may have more success with reclassifying and upgrading an existing, vacated position.
- *One (1) State Records Manager* position and *one (1) Electronic Records Manager*

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- *One (1) Archival Technician position* to support the increased filming and digitization workload involved with preserving state and local government records.

Providing appropriate staffing also involves enabling the existing staff to perform their jobs to the best of their abilities, and providing incentives for continued outstanding performance and to combat potential staff turnover. To this end, the following objectives will be priorities:

- Provide funding for staff to participate in job-appropriate professional development opportunities, when possible (*ongoing*)
- Explore ways to address pay rate inequities at various levels of staffing (*in process*)
- Review positions for upgrades and classifications (*in process*)
- Use Annual Performance Evaluations (PEs) to set yearly goals and mark progress in achieving those goals for all agency staff (*ongoing*)

Goal 4: Address Facility Needs

One Capitol Mall

- Explore possibility of space utilization study for One Capitol Mall
- Explore options for expanding collections storage capability (*in process*)
- Explore off-site collection storage options for infrequently accessed or digitized collections (*in process*)
- Explore reconfiguration of microfilm vault for audiovisual collection storage (*in process*)
- Upgrade research room microfilm readers (*in process*)
- Phase out the card catalog(s) and remove from research room (*in process*)
- Work with Arkansas Building Authority to improve building signage and visitor parking

SARA

- Explore options for expanding collections storage capability
- Work with Arkansas State Parks to improve building layout, functionality, security for archival facility, and signage (*ongoing*)
- Upgrade research room microfilm reader

NEARA

- Explore possibilities for expansion of existing facility, or acquiring off-site storage
- Upgrade research room microfilm reader
- Work with Arkansas State Parks to improve existing signage

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Goal 5: Strengthen Technology Infrastructure and Expand Digital Initiatives

Objectives:

- Upgrade staff computers based on existing replacement cycle with machines capable of working on digitization initiatives *(ongoing)*
- Continue to provide training for staff on digitization best practices (i.e., scanning standards, metadata creation, copyright issues, etc.) *(ongoing)*
- Continue to regularly add content to existing digital collections website *(ongoing)*
- Acquire additional equipment for in-house digitization work (e.g., flatbed scanners, oversize scanners, converters for audiovisual materials) *(ongoing – 2016 ANCRC grant funding for large format scanner)*
- Explore and pursue grant-funding opportunities for digital projects, including digitization of public domain newspaper collection *(ongoing)*
- Explore and pursue grant-funding opportunities for reformatting and/or digitization of audiovisual collections *(ongoing)*
- Explore onsite digital access to newspapers currently filmed by the AHC *(in process – collaboration with CALS)*
- Explore and pursue statewide collaborative and potential funding sources *(in process)*
- Acquire additional storage for agency electronic resources; explore cloud-based storage options *(completed)*
- Upgrade equipment for agency research rooms (readers, scanners) as dictated by best options for delivery of content to researchers *(ongoing)*
- Acquire hardware, software and storage necessary for ingest/maintenance of state electronic records *(ongoing – Preservica acquired spring 2016)*
- Complete website redesign began in FY15; continue to use website as informational and promotional resource for agency *(completed – new website launched June 2016)*

Goal 6: Improve and Promote Public Access to Collection and Expand Holdings

Objectives

- Finalize agency processing best practices handbook *(ongoing)*
- Complete collection inventory begun in FY14 at Little Rock *(ongoing)*
- Begin and complete collection inventory at SARA
- Select new collection management software and migrate existing collections from Archivists Toolkit to new CMS
- Complete minimal-level processing of SARA holdings; complete collection data entry in collection management software
- Initiate folder or series-level processing, as appropriate, of collections described only at collection level *(ongoing)*
- Provide browsing access to collections through redesigned website *(ongoing – provided through new website)*
- Address preservation concerns identified during collection inventory

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- Explore and pursue grant-funding opportunities for manuscript preservation and access projects, including audio-visual materials
- Create additional topical research guides; revise existing guides as needed (*ongoing*)
- Incorporate regional archives holdings into new and revised guides
- Explore and pursue opportunities for implementing a more robust oral history program
- Promote existing collections and new acquisitions on social media, in agency newsletter, exhibits, presentations, seminars and other outreach opportunities (*ongoing*)
- Implement fee-based research service to provide access for patrons who cannot visit in-person
- Complete AASIS inventory of three-dimensional object collection (FY16) (*completed*)
- Begin the AASIS inventory of pre-2015 manuscript holdings; completion date TBD
- Continue to assign AASIS inventory ID numbers to new manuscript and object acquisitions (*ongoing*)
- Develop outreach campaigns to targeted communities and individuals to solicit new acquisitions, particularly for groups not well-documented by current holdings (*ongoing*)

Goal 7: Cultivate Outreach Opportunities

Objectives:

- Secure additional funding for outreach initiatives (*ongoing*)
- Develop collaborative grant applications with allied agencies for public programming and improved access to resources (*ongoing*)
- Support staff presentations to and participation in local, state, regional and national meetings and conferences (*ongoing*)
- Develop additional lesson plans based on agency resources (*ongoing*)
- Continue participation in Arkansas Curriculum Conference (*ongoing*)
- Develop engaging and informative presentation(s) for Arkansas educational co-operatives (*ongoing*)
- Work with the Arkansas National History Day Coordinator to provide information and resources to students and teachers
- Develop Arkansas history podcast series for public radio
- Develop new State Archives and BHCA tabletop exhibits for display at meetings and events
- Seek funding for additional agency publications and traveling exhibits
- Develop plan for more frequent rotating exhibits; develop 3-year plan for exhibits
- Develop a strong volunteer corps for all three locations
- Develop additional internship opportunities for Arkansas college and university students
- Forge a strong working relationship with newly established Friends of the Arkansas State Archives; develop collaborations (*ongoing*)
- Develop a pool of common presentations for AHC staff to give upon request to local and state organizations