

**The Future of
The State Historical
Records Advisory Board
(SHRAB)**

**STRATEGIC PLAN
March 2010 – March 2013**

**Planning Retreat
March 15, 2010
Stagville Historic Site
Durham, North Carolina**

BACKGROUND

This 2010-2013 strategic plan of the North Carolina State Historical Records Advisory Board updates and revises the 2006–2009 strategic plan, (http://www.history.ncdcr.gov/SHRAB/documents/SHRAB_Strategic_Plan_2006-2009.pdf). On March 15, 2010 the SHRAB met in retreat at the Stagville Historic Site, Durham, North Carolina to review and revisit the previous plan. The SHRAB acknowledged the value of maintaining focus on original goals—self sufficiency, disaster preparedness, and field services—while updating the strategies by which to achieve them. This new plan commits the SHRAB to these goals and strategies for a new three year period, March 2010 – March 2013.

Board members and Archives and Records staff listed in parentheses are those specifically responsible for carrying out these objectives. Dates listed in parentheses are target dates by which time the goal should be accomplished.

LIST OF PARTICIPANTS

David Brook

Howard Burchette

Boyd Cathey (Archives and Records staff)

Jeffrey J. Crow

Andrea Gabriel (Archives and Records staff)

Kim Hayes (Archives and Records staff)

Robert James

Jesse R. (Dick) Lankford, Jr.

Madeleine B. Perez

Ben F. Speller, Jr.

Karen Zipf

GOAL: To increase the visibility and awareness of the SHRAB and its objectives (Karen Zipf, Andrea Gabriel, Kim Hayes, Robert James, and Ben Speller).

Strategy 1: Explore social networking possibilities (Zipf, Gabriel, Hayes, James, and Speller):

Tasks:

- Create a committee to explore social networking opportunities (July 2010)
- Investigate the use of Facebook and other media (July 2010)
- Use the SHRAB website to communicate information about the SHRAB and opportunities for stakeholders (Andrea Gabriel)
- Post information on SHRAB activities online (ongoing)
- Post interim reports online (ongoing, regular basis)

Strategy 2: Secure a SHRAB presence at archival and historical meetings and online (Robert James):

Tasks:

- Give reports on SHRAB activity at meetings of groups such as SNCA, NCLA, SAA, etc. (ongoing)
- Provide information in online forums and lists (ongoing)

Strategy 3: Develop a survey of SHRAB stakeholders and their concerns (Ben Speller):

Task:

- Investigate and develop plans for “survey monkey” use (January 2011)

GOAL: To continue SHRAB collaboration and cooperation with other programs and agencies in support of disaster preparedness and records preservation (Robert James, Sarah Koonts, Archives staff):

Strategy 1: Continue working closely with the Council of State Archivists (CoSA) on the Intergovernmental Preparedness for Essential Records (IPER) project and with other disaster preparedness and records preservation programs:

Tasks:

- Participate in IPER meetings, conferences, forums, and other efforts (ongoing)
- Continue working closely with the Triangle Alliance for Response and “C2C” (Connecting to Collections) initiatives (ongoing)

GOAL: To strengthen and continue grant-funded field services and explore additional avenues for support (Andrea Gabriel, Dick Lankford):

Strategy 1: Continue the Traveling Archivist Program (TAP) after the end of the current NHPRC grant (January 2011):

Tasks:

- Investigate contractual basis for continuing TAP (Fall-Winter 2010)
- Explore use of ARM funds for contractual TAP consultant (July 2011)
- Evaluate the possibility of full-time TAP field services position, with half of the funding via the SHRAB, half via the State Archives ARM fund (July 2011)

GOAL: To broaden and strengthen the SHRAB's educational outreach (Debbi Blake, Jeff Crow, and Dick Lankford):

Strategy 1: Promote access to local records in local and regional repositories (July 2011):

Tasks:

- Use the TAP consultant to assist in identifying 15-20 items of singular interest
- Create exhibits (online and touring) with identified items (using TAP consultant)
- Develop lesson plans centered around selected items
- Post lesson plans online (SHRAB website) and offer them through State Archives Public Services Branch initiatives

GOAL (provisional): To include a new statewide conference as part of the SHRAB's next grant proposal to the NHPRC (Dick Lankford, Andrea Gabriel, Kelly Eubank):

Strategy 1: Include a statewide conference to be held between fall 2011-Spring 2012 as part of the SHRAB's next proposal for grant support (June 2011):

Tasks:

- Explore the topic "Accessing and Preserving Electronic Records" as the conference template (Fall 2010)
- Investigate the use of a pre-conference survey of potential participants regarding:
 - electronic records use and status at North Carolina institutions
 - staff capabilities and training in electronic records
 - strategic planning and electronic records
- Develop a target audience for the conference (Fall 2010):
 - university staff
 - registers of deeds/clerks of court/county government/public records managers

- smaller institutional staff
- other institutional and private sector attendees
- Investigate use of fellowships and stipends for conference attendees (Fall 2010)
- Discuss this potential proposal with NHPRC staff (May 2010)

Strategy 2: Explore use of “webinars” and “distance workshops” and tutorials as part of overall grant proposal (Fall 2010):

Task:

- Use “Webinars” and in-depth tutorials to supplement conference
- Include “best practices” instruction at all levels