

STRATEGIC PLAN

State Historical Records Advisory Board (SHRAB)

April 2013 – March 2016

STRENGTHENING OUR TRAVELING ARCHIVIST PROGRAM (TAP)

GOAL: We will strengthen the Traveling Archivist Program (TAP) by building a statewide network to teach, advise and address the needs that exist among the 950+ North Carolina cultural institutions about record collections, preservation and access.

2013	STRATEGIES
<p>TAP Working Committee:</p> <ul style="list-style-type: none"> ○ Karin Zipf: Co-Chairman ○ Robert James: Co-Chairman ○ Bill Brown (staff) ○ Andrea Gabriel (staff) ○ Kim Hayes (staff) 	<ul style="list-style-type: none"> ○ Form a TAP Working Committee today (4/19/13). ○ Develop a contact list of institutions that had a TAP assessment and then conduct a +/-Delta and Shadow Program survey with them by May 30, 2013. ○ Create an assessment report for the Board of TAP successes, problems and suggestions for improvements by August 2013. ○ Starting in June 2013 write a NHPRC grant for a TAP Training and Curriculum Program to be completed by September 2013. ○ Create a blog for TAP, and create a dialogue about cultural resources by December 2013. ○ Following results of TAP assessment survey and report on findings develop a TAP training curriculum and identify potential mentors, volunteers, and trainers to invite and assist with TAP training by December 2013. ○ Develop strategies for building awareness of TAP program in local communities, state and legislature by January 2014. ○ Create an application and recruit new TAP members by February 2014. ○ Advertise program sign up. ○ Hold new TAP training in 2014.

WEBSITE ENHANCEMENTS

GOAL: To increase SHRAB's visibility, influence and outreach by enhancing and strengthening SHRAB's website. It will provide users:

- Connectivity with SHRAB resources and programs in a more user friendly portal
- Space for collaboration (portal for social networking, listserv, calendar of training, local resources)
- Create the Traveling Archivist Program (TAP) tools

2013	STRATEGIES
<p>Website Working Committee:</p> <ul style="list-style-type: none"> ○ Marcellaus Joiner – Chairman ○ Karen Parr ○ Sarah Koonts (staff) 	<ul style="list-style-type: none"> ○ Form a Website Working Committee by July 2013. ○ Present the results of the following activities to the SHRAB Board by Oct 2013: <ul style="list-style-type: none"> ○ Conduct a peer review of other SHRAB websites and other groups. ○ Preview outside resources that we can link to SHRAB website (SAA, NARA, NRDCC) ○ North Carolina Division of Archives and Records staff will create a SHRAB logo or brand. ○ North Carolina Division of Archives and Records staff will have discussion with IT on requirements and needs for a new website. ○ Conduct a needs assessment survey, in conjunction with Statewide Conference survey, to determine the next set of website updates. ○ Create and install new family history tutorials on website by January 2014. (Already funded) ○ Identify strategies for resources and updates by January 2014. ○ Identify topics for next tutorials to produce and put on the website by January 2014. ○ Apply for NHPRC website enhancement grant by September 2014.

HOST STATEWIDE CONFERENCE

GOAL: As an advocate for the importance, value and condition of the state’s recorded heritage, SHRAB will host a statewide conference in 2016. The conference subject matter will be based on an assessment conducted by SHRAB in 2015 to identify the current historical records (all formats) issues and needs of our North Carolina cultural institutions in cooperation with other information organizations within the state. This will become the groundwork for exploring the possibility of hosting a collaborative statewide conference annually or biennially.

2013	STRATEGIES
Statewide Conference Working Committee: <ul style="list-style-type: none"> ○ Jim Martin ○ Ben Speller ○ Billy King 	<ul style="list-style-type: none"> ○ Establish a Statewide Conference Working Committee now. ○ Review previous annual conference surveys by September 2013. ○ Create a needs assessment survey by October 2013. Survey to include a needs assessment for website enhancement. ○ Send out the needs assessment survey by November 2013.
2014	STRATEGIES
	<ul style="list-style-type: none"> ○ Review the needs assessment by January 2014. ○ Create a conference theme following review of statewide assessment by February 2014. ○ Seek private funding from 2014-15. ○ Apply for NHPRC grant for Statewide Conference by September 2014.
2015	STRATEGIES
Statewide Conference Working Committee: <ul style="list-style-type: none"> ○ Jim Martin ○ Ben Speller ○ Billy King 	<ul style="list-style-type: none"> ○ By May 2015 send out a “Save the Date” notice for Statewide Conference <p>By August 2015:</p> <ul style="list-style-type: none"> ● Identify conference partners ● Create publicity around conference ● Call for papers/programs (establish deadline) ● Invite legislators as attendees and presenters ● Plan the agenda for the statewide conference.
2016	STRATEGIES
	<ul style="list-style-type: none"> ○ Hold Statewide Conference in May or June 2016. ○ Hold virtual conference simultaneous with regular conference. ○ Evaluate conference results by July 2016.

