

# Strategic Plan FY2010

## Department of Administrative Services

### Utah State Archives

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The Archives invites public comment on its strategic plan. This plan provides the Archives a framework for the next five years. Our objectives are aligned with our mandated responsibilities and daily work of preserving and providing access to the state's public records.

#### *Vision:*

Serving the records needs of government and its citizens.

#### *Mission:*

The mission of the State Archives is to assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information.

## Strategic Elements

### Preservation of historical records

The State Archives acts as steward to the state's governmental records of enduring value. State records are essential to protecting life, property, and the rights of citizens; to providing the documentation of the infrastructure of society and government; and to providing the informational infrastructure necessary to maintain order, accountability, and transparency in government.

An understanding of Utah and its people depends on the enduring historical record. This history belongs to the citizens of the state and they have a legal right to open and fair access.

### Comprehensive and quality access

The State Archives holds Utah's documentary history in public trust. We educate citizens and agencies to promote understanding and increase efficiency. The Archives is committed to providing quality services to its patrons and customers and seeks to find new avenues to increase access, expand its audience, and enhance the research experience.

## **Leadership and partnership**

The State Archives can be a resource to all its partners and customers, providing leadership to state and local governments and archival institutions throughout the state. The Archives works with its colleagues and customers--governmental, private, and public--to preserve Utah's documentary history and promote access and research.

The State Archives provides guidelines, standards, tools, and resources necessary to state and local governments and the state's archival institutions that they may effectively identify, manage, and preserve records of enduring value. Working together as partners, we can accomplish more and be more efficient.

## **Goals and Objectives**

### **The Archives will promote accountability and transparency of the state.**

*The Archives will address the challenges of electronic records in government to fulfill the mandates of preservation and access in the digital era.*

- The Archives will explore new means to maintain its digital collections.
- The Archives will provide standards and guidelines on electronic records management and preservation.
- The Archives will provide new means for searching and harvesting electronic records in our holdings.

*The Archives will improve the intellectual control of government records.*

- The Archives will ensure that required descriptive data is complete in the state's records series and retention schedules.
- The Archives will ensure that it has intellectual control over its holdings. All accession information will be complete and the required data fields entered in records at the State Records Center and transferred records to the Archives' custody. The Archives will inventory its microfilm holdings and enter all required data fields to ensure effectiveness.
- The Archives will conduct a statewide preservation assessment of the state's archival holdings.

*The Archives will maintain the enduring record.*

- The Archives will develop preservation and disaster recovery plans of its microfilm holdings and will move forward with an initiative, as appropriate, to ensure off-site storage conditions of the state's essential and vital records, based

on an examination and evaluation of essential and vital records on microfilm, optimal storage conditions, and the role of direct duplicates for access.

- The Archives will develop a maintenance plan to assure the ongoing availability of physical systems and equipment necessary for the care and storage of records.
- The Archives will work with the Council of State Archivists and FEMA in developing online and electronic workshops and tools to assist local governments in their continuity of operations plan and the recovery of essential records.

*The Archives will promote open access of government records.*

- The Archives will provide training and assistance on the GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.
- The Archives will preserve and process records to ensure access by the public as soon as legally possible.
- The Archives will apply for a grant to process its backlog of records on fiche, presently unavailable for access.
- The Archives will improve the quality of its archival services, including appraisal, acquisition, preservation, description, and access, through enhanced online resources.

**The Archives will increase the efficiency of the state through education, promotion, and outreach.**

*The Archives will provide more efficient tools online and through electronic means.*

- The Archives will examine the ability to provide agency records retrieval on the file level through electronic means.
- The Archives will provide online and electronic (desktop) training tools on the GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.
- The Archives will develop new training opportunities directed at specific agency-wide issues and specialized topics such as preservation, managing electronic records and in-depth GRAMA trainings.

*The Archives will provide prompt, easy, and secure access to our holdings.*

- The Archives will support state and local government needs in reformatting records for preservation and access.

- The Archives will implement an electronic patron tracking system to increase efficiency for the Research Center.
- The Archives will implement electronic surveys and other tools to measure customer satisfaction. Questions could include timeliness, accuracy, hours of operation, etc.
- The Archives will evaluate the feasibility and cost effectiveness of remodeling the existing Records Center in order to provide an area that is more favorable for long term storage of documents and electronic media. The relocation of the Records Center to a state owned facility should also be evaluated as a possible way to decrease costs and provide an environment that is better suited for the storage of emerging mediums.
- The Archives will provide for the long-term care, access, and security of its microfilm holdings.

*The Archives will support professional training and development in the archival community.*

- The Archives will work with professional associations in providing professional training in conferences and seminars, as well as provide professional development for its staff.

**The Archives will collaborate and partner with public and private organizations and institutions to expand its reach and ability.**

*As the state's records-keeper, the Archives will ensure the continuity and effective operations of government and repository programs by expanding our leadership and services.*

- The Archives will partner with Family Search and Ancestry.com to digitize its holdings and expand its access to genealogists and others.
- The Archives will partner with the Mountain West Digital Library to establish standards and guidelines and look for assistance in hosting the Archives' digital collections.
- The Archives will work with state and local government entities in developing tools and resources that will promote efficiency in records management.
- The Archives, the Utah State Historical Records Advisory Board, and regional repositories will foster local repositories throughout the state through training and support of regional resource centers.

- The Archives will work with the legislature and the courts on the appraisal and disposition of their records, including the timely transfer of custody of enduring records to the Archives.
- The Archives will work with State History on the improvement of more effective services from the Research Center.
- The Archives will apply for grants to carry on part of its electronic records initiative and to process backlog of records on fiche.

*The Archives will increase access to records in ways that further civic literacy in the state through public outreach and education programs.*

- The Archives will promote Archives Month by partnering with other institutions in brown bag lectures.
- The Archives will work with the state agencies, such as the Capitol Preservation Board and other institutions, in exhibits and special programs.