Utah State Historical Records Advisory Board (USHRAB)

Strategic Plan (2018-2022)

A plan that documents the mission and values of the USHRAB, and spells out the high level vision goals that the Board will prioritize over the next five years.

UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

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USHRAB activities are supported by a funding grant from the National Publications and Records Commission (NHPRC)

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GLOSSARY OF SELECTED TERMS

Adapted from the Georgia Historical Records Advisory Board Strategic Plan (2012-2015) and the Society of American Archivist's (SAA) Glossary of Archival and Records Terminology (2017)

ACCESS – (1) The ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools. (2) The permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance. (3) The physical processes of retrieving information from storage media on a computer.

ARCHIVES – (1) Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. (2) The division within an organization responsible for maintaining the organization's records of enduring value. (3) An organization that collects the records of individuals, families, or other organizations; a collecting archives. (4) The professional discipline of administering such collections and organizations. (5) The building (or portion thereof) housing archival collections. (6) A published collection of scholarly papers, especially as a periodical.

DIGITIZATION - The process of transforming analog material into binary electronic (digital) form, especially for storage and use in a computer.

HISTORICAL RECORDS – Records that have long-term or enduring value due to their content.

METADATA – A characterization or description documenting the identification, management, nature, use, or location of information resources. Metadata is commonly defined as "data about data," and is frequently used to locate or manage information resources by abstracting or classifying those resources or by capturing information not inherent in the resource.

PRESERVATION – (1) The professional discipline of protecting materials by slowing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property. (2) The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment.

RECORDS – All recorded information, regardless of media or characteristics, made or received and maintained by an organization or institution to pursue its legal obligations or to transact its business.

RECORDS MANAGEMENT – That area of general administrative management concerned with achieving economy and efficiency in the creation, use, maintenance, and disposition of records.

RESTRICTION - Limitations on an individual access to or use of materials. Access restrictions may be defined by a period of time or by a class of individual allowed or denied access. They may be designed to protect national security, personal privacy, institutional confidentiality or to preserve materials. Use restrictions may limit what can be done with materials, or they may place qualifications on use. For example, an individual may be allowed access to materials but may not have permission or right to copy, quote, or publish those materials, or conditions may be imposed on such use. In addition to legal use restrictions, such as privacy and copyright, donor agreements often contain use restrictions.

REPOSITORY – A place where archives, records, or manuscripts are kept.

INTRODUCTION

The Utah State Historical Records Advisory Board (USHRAB) was created in 1978 under authorization of Federal Code 36 CFR 1206.41. With oversite from the National Historical Publications and Records Commission (NHPRC), each state administers a Historical Records Advisory Board that is responsible for reviewing grant proposals submitted to the NHPRC from organizations in their states. State Historical Records Advisory Board's also undertake statewide planning for historical records.

Today, the USHRAB serves as the central advisory body for historical records planning and for NHPRC-funded projects developed and carried out within the state. The USHRAB also serves as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state. Finally, the USHRAB acts as a state-level review body for proposals as defined in the NHPRC's grant program guidelines.

The membership of the USHRAB consists of at least seven members, including the State Historical Records Coordinator who chairs the Board. Members have recognized experience in the administration of government records, historical records, and archives. The USHRAB is broadly representative of public and private archives, and research institutions in Utah, and Board members are appointed by the Governor to three year terms with the possibility of renewal. Terms are staggered so that one-third of Board terms expires each year. The USHRAB meets at least three times annually, in open public meetings, and all actions taken by the Board are voted on and passed by majority vote.

In 2018, the USHRAB met to craft this Strategic Plan for 2018-2022. The intention of this plan is to provide a strategic vision for Board planning and decision making over the five years that the plan is in effect. It documents the mission and values of the USHRAB, and spells out the high level vision goals that the Board will make a priority over the next five years. In addition, each vision statement is further fleshed out with accompanying goals and action items that will help align the USHRAB vision with the actual work conducted by the Board annually. This document is also intended to serve as a record of the USHRAB's annual actions and achievements. Documenting these achievements serves as an important step for demonstrating the ongoing value of the USHRAB, as well as fostering future planning efforts and improvements. Grant funding from the NHPRC, as well as administrative assistance from the Utah State Archives and Records Service helped support the development of this plan.

MISSION

The mission of the Utah State Historical Records Advisory Board is to assist public and private non-profit organizations throughout the state in the preservation of and access to records with enduring historical value, and to foster cooperation among cultural heritage institutions and records repositories throughout Utah in carrying out these activities.

VALUES

The following statements help set the foundation for the Board's goals and activities:

ACCESS

We recognize that public access to information is vital, so that knowledge can be gained and shared and the heritage and history of the state maintained.

COOPERATION

We recognize the need for Utah's cultural heritage institutions and records repositories to cooperate and learn from each other in order to accomplish more than they could acting alone, and support activities that enhance cooperative networks.

EMPOWERMENT

We recognize the importance of cultural heritage institutions and records repositories connecting with, and empowering, Utah's citizens to take responsibility for the preservation and use of the records that inform their rights and shared history.

PRESERVATION

We recognize the importance of preserving records of enduring historical value.

DIVERSITY

We will work to preserve records which represent the diverse experiences of all Utahns.

PRESERVATION

We recognize the importance of preserving records of enduring historical value.

GOAL I: SUPPORTING COOPERATIVE NETWORKS

OBJECTIVE

The USHRAB will support the cooperative networks of Utah's cultural heritage institutions and records repositories by: encouraging communication; providing training and quality standards; encouraging disaster preparedness and recovery; and, promoting professional service and development.

ACTION ITEMS

1. Support cultural heritage institutions and records repositories by promoting professional standards and guidelines. Utilize the USHRAB consortium as a meaningful way to disseminate information, organize regional training opportunities, and provide rapid regional response on issues pertinent to the USHRAB across the whole of Utah.

2. Collect contact information and maintain a consortium listing and associated online directory for cultural heritage institutions and records repositories across Utah. Use the online directory of repositories to promote their use and advance opportunities for collaboration, partnership, training, and professional development.

3. Provide information and resources on disaster preparedness and planning for cultural heritage institutions and records repositories. Make this information, as well as contact information for recovery services and local expertise, available on the USHRAB website.

4. Maintain an online resource of professional guidelines and standards, as well as a directory of specialists and consultants who are available to assist institutions with training, or for special-needs projects.

5. Participate with the Utah Manuscripts Association (UMA), the Conference of Inter-Mountain Archivists (CIMA), and other professional organizations to encourage communication, training, and professional development for archivists and record keepers throughout Utah.

GOAL II: PROMOTING RECORDS PRESERVATION AND ACCESS

OBJECTIVE

The USHRAB strives to make records widely accessible while ensuring their long term preservation. We will assist records repositories throughout the State to improve preservation of their records and increase access.

ACTION ITEMS

1. Encourage cultural heritage institutions and records repositories to apply for NHPRC grants, and other public and private funding, to foster records preservation and access activities.

2. Evaluate and assess the training needs of records repositories in the state and work to improve training opportunities and resources.

3. Provide guidance for records repositories to ensure that historical documentary materials are deposited in the appropriate repository, and help promote their availability to enhance overall access and use of those materials.

4. Maintain a re-grant program to increase preservation and access to Utah's historical records.

GOAL III: PROMOTING PUBLIC AWARENESS

OBJECTIVE

The USHRAB will promote public awareness of archives and archival records and encourage their use.

ACTION ITEMS

1. Help coordinate and promote Utah Archives Month, and use available media avenues to build public interest in history, historic record collections, and record repositories in the state.

2. Develop programming and resources that support and educate the public on the value of historic records, archival issues, and opportunities to engage and interact with the USHRAB and records repositories in the state.

3. Promote the use of outreach tools that connect audiences with records and repositories that speak to their needs and interests.

GOAL IV: PLANNING FOR CHANGE

OBJECTIVE

The USHRAB will increase awareness and encourage planning for future change in response to the need for management and preservation of new digital records formats.

ACTION ITEMS

1. Support the State of Utah's Electronic Records Management and Digital Preservation initiative that is focused on developing standards and guidelines for the efficient management and long-term preservation of permanent digital records.

2. Support ongoing access to records in new formats. Solicit grant applications that will result in the standardized digitization and online access of historic materials. Work to help ensure the preservation and use of digital assets through the application of appropriate metadata standards and the adoption of methods for long-term digital preservation. Encourage participation in networked consortiums that will help amplify access (such as the Mountain West Digital Library, Digital Public Library of American, and Archives West).

BOARD ACCOMPLISHMENTS (2018)

- Successfully coordinated Archives Month 2018 (see poster below*)
- Formalized a digitization policy
- Awarded $30,773 in re-grant funds to 8 cultural heritage and local government institutions (see table below**)
- Successfully hosted a one-day Family History Workshop with over 100 attendees, both in-person and online

*Archives Month 2018 poster

**2018 Grant Recipients

Organization	Project Description	Amount Awarded
Lehi Historical Society and Archives	Digitization of the *Lehi Free Press*, 1932-1977	$4821
Uintah County Library Regional History Center	Uinta Basin historic map stabilization, processing, and online index; digitization of select collection pieces	$5000
Old Spanish Trail Association	Organize and preserve Association records; digitize photographs and significant documents	$2631
Emery County Archives	Digitize the *Emery County Progress*, 1918-1940	$1397
Morgan Daughters of Utah Pioneers Museum	Purchase archival supplies and shelving and create online finding aids for historical scrapbooks and roll and minutes books	$1000
Utah Valley University	Process the Shirley H. Platt Deaf Athletics Collection and create online finding aid	$7257
Cache Daughters of Utah Pioneers Museum	Digitize and create online index for Cache Valley Pioneer histories	$1700
Park City Museum	Digitize and host on Mountain West Digital Library the Kendall Webb Photography Collection	$6967