Strategic Plan 2013

Promoting the preservation of records of enduring historical value for use by Kansans

Funded in part by the National Historical Records and Publications Commission
Mission and Vision
The mission of the Kansas State Historical Records Advisory Board (KSHRAB) is to encourage organizations and individuals that create, preserve, and use records with enduring value. The vision of KSHRAB is to insure the availability of the records with enduring value so current and future audiences can understand democracy, history, and culture. The board will undertake activities to assist these organizations by providing educational opportunities, identifying fiscal and other resources, promoting appreciation of the holdings of these organizations, raising awareness of the challenges of preserving records in the electronic format and advocating for records preservation to resource allocators and all Kansans.

The preservation of records presents a number of challenges as we become an increasingly digital society. Organizations need to be proactive in order to preserve records in electronic formats since the equipment to access the records changes constantly and file formats become obsolete as technology evolves. In addition, information is produced in greater quantities than ever before and users expect online access to this information. The board will encourage those charged with preserving records to join together to meet these challenges collaboratively.

What is KSHRAB?
The Kansas State Historical Records Advisory Board is the central advisory body for historical records planning and grant funded projects developed and carried out within Kansas under the auspices of the National Historical Publications and Records Commission (NHPRC). The KSHRAB also serves as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state, and as a state-level review body for proposals as defined in the commission’s grant program guidelines.

Established by Congress in 1934, NHPRC encourages efforts by private organizations and governments to preserve and make available for use documentary sources relating to the history of the United States.

The KSHRAB consists of nine public members who have recognized experience in the use or administration of records and three ex officio members from the staff of the Kansas Historical Society including the Executive Director, the State Archivist, and the board coordinator. The Historical Society provides additional staff and administrative support to assist the board in carrying out its mission.

This document is the result of the KSHRAB’s strategic planning efforts to identify its priorities and areas of activity to fulfill its mission. Planning efforts included information gathering from historical records repositories and local government records holders. Electronic surveys were sent to more than 1,000 organizations and government officials and nearly 400 responses were received. Using this information the KSHRAB identified three “Critical Issues” and developed potential actions items for future board activities. This data indicated that many people with responsibilities to care for records are what the KSHRAB has nicknamed “accidental archivists.” These are people who work with archives as part of their duties but were hired or elected to do other jobs as their primary activity. Thus, many of them lack formal archival training.
Critical Issues and Proposed Activities

Critical Issue 1: Education/Training

Many of the organizations and officials with responsibility for records in Kansas have limited resources for archival professional development. The KSHRAB proposes to make training available in a variety of locations and through the Internet to maximize accessibility and minimize costs.

Solution 1.1: Traveling workshops
- Action Item 1.1.1: Adapt existing Personal Digital Archiving training curriculum for small institutions and offer this training at several locations across Kansas.
- Action Item 1.1.2: Bring in outside experts to conduct training on topics where expertise is not available in Kansas.

Solution 1.2: Regular Web-Based Training for Accidental Archivists
- Action Item 1.2.1: Gather info for web training in disaster preparedness
  - Provide downloadable templates for disaster preparedness plans
- Action Item 1.2.2: Identify other topics appropriate for web training and identify existing webinars that are already available or develop content in order to deliver it to KSHRAB’s intended audiences.

Solution 1.3: Scholarships for continuing education
- Action Item 1.3.1: Provide travel stipends for accidental archivists to attend 2014 Spring Midwest Archives Conference (MAC) in Kansas City.
  - This is a regional archival conference that will offer sessions on a number of topics with presenters from a number of institutions. Its proximity in Kansas City offers the SHRAB a unique opportunity to provide access to its constituents.

Critical Issue 2: Communications

The issue of communications has two aspects. The first is to communicate with the general public about various issues related to records preservation and access. Creating awareness among Kansans about the existence of rich archival collections in organizations across the state and the challenges facing these institutions benefits KSHRAB’s constituency. The second aspect of communications is for the KSHRAB to be more proactive in making the smaller archival institutions in the state aware of funding opportunities, particularly through NHPRC.

Solution 2.1: Marketing
- Action Item 2.1.1: Continue to promote Archives Month
- Action Item 2.1.2: Promote Electronic Records Day
- Action Item 2.1.3: Create information packets about the value of archives and their needs for organizations to use with their constituents, resource allocators, and the general public
- Action Item 2.1.4: Initiate regular Facebook post about archives issues

Solution 2.2: Provide Information on Funding Resources
- Action Item 2.2.1: Provide a prominent place on the KSHRAB website for information about grant opportunities
Solution 2.3: KSHRAB members act as ambassadors to other organizations to create awareness of the board and its activities

- Action Item 2.3.1: Sponsor and staff booths at state wide meetings of professional organizations such as the Kansas Library Association (KLA), the Kansas Museums Association (KMA) and the Kansas City Area Archivists (KCAA)
  - Do more outreach about the availability of NHPRC grants and offer advice/assistance to organizations preparing grants
- Action Item 2.3.2: Create/participate in a network to respond to disasters in archival institutions

Critical Issue 3: Partnerships

Many of the cultural institutions in Kansas have multiple responsibilities such as operating museums and historical sites, caring for both 2- and 3-dimensional collections, providing access to research collections, and administering these organizations. Well-designed collaborative projects can benefit everyone. Developing partnerships with educational institutions at all levels can lead to increased use of archives.

Solution 3.1: Match for grants

- Action Item 3.1.1: Explore the possibility of “crowd-sourcing” to create cash match for grants

Solution 3.2: Serve as connector between various organizations to facilitate potential collaborative projects

- Action Item 3.2.1: Meet with officers of KCAA, KLA, KMA, Kansas Humanities Council, Kansas County Officials Association, etc., to identify mutual interests
  - Work with regional SHRABs if appropriate
  - Consider convening a meeting of SHRAB members from various states at Spring 2014 MAC
  - Build stronger relationships with regional and state organizations to increase awareness of overlapping interests
  - Identify allied professions/organizations and create collaborative relationships

Solution 3.3: Facilitate communications between archives and K-12

- Action Item 3.3.1: Survey Kansas archives to determine their current involvement with K-12 education
  - Use this information to develop ways to encourage teachers to use primary sources from local institutions
  - Provide training sessions for archival institutions on how to encourage teachers to use local repositories to assist in their teaching of relevant topics
- Action Item 3.3.2: Communicate with social studies methods instructors at colleges and universities to encourage them to incorporate use of primary sources and to use local institutions to find those sources
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Support for strategic planning, including the publication of this document, was provided, in part, by the National Historical Publications and Records Commission (NHPRC).