

## **Ohio Historical Records Advisory Board (OHRAB) Strategic Plan 2005-2007**

The Ohio Historical Records Advisory Board's mission is to serve the people of Ohio by advocating, nurturing, and advising programs that identify, preserve, and provide access to their documentary heritage, which enriches the culture and protects the rights of Ohioans.

In order to fulfill that mission, OHRAB has developed a strategic plan to guide its endeavors for the next three years. The plan outlines the board's initiatives to address the major short-term issues facing Ohio-based records repositories and record keepers. Annual revisions to this plan will allow OHRAB to develop a long-term strategic plan that allows the board to serve its constituents.

Three major themes guide the plan:

- Acquiring and delivering Ohio's documentary heritage to today and tomorrow
- Advocating for Ohio's documentary heritage
- Strengthening OHRAB as a partner in Ohio's documentary heritage

### **Acquiring and delivering Ohio's documentary heritage to today and tomorrow**

**Goal 1. Encourage the collection and preservation of primary source materials to assure citizens of Ohio an accessible documentation of both common and diverse elements of their historical experience.**

Objective A: Increase the number and quality of grant applications to NHPRC for historical records projects in Ohio.

*Action 1:* Facilitate professional organizations, such as the Society of Ohio Archivists (SOA), conducting grant-writing workshops.

*Action 2:* Create program so Board members can mentor grant applicants.

*Action 3:* Send mailing to records repositories throughout Ohio encouraging institutions to work with OHRAB to submit NHPRC grant proposals.

Objective B: Facilitate the creation of a web portal to historical repositories of Ohio.

*Action:* Work with Webmasters at OHS and other institutions to develop a portal that provides a directory of historical repositories.

Objective C: Facilitate training of professionals and non-professionals on archival practices and archival issues.

*Action 1:* Support Basics of Archival Continuing Education (BACE) Workshop.

*Action 2:* Coordinate with SOA on possible workshops.

**Goal 2: Assist public and private entities in Ohio in dealing with the challenges of electronic records.**

Objective A: Collaborate with appropriate entities such as the Ohio Electronic Records Committee on the development of best practices for electronic records.

*Action:* Establish an official OHRAB representative to the Ohio Electronic Records Committee.

Objective B: Facilitate the training of professional and non-professional archivists on electronic records issues.

*Action:* Contribute support to workshops and conferences with electronic records management themes.

**Goal 3: Promote the welfare of historical records programs in Ohio.**

Objective A: Work with the Ohio Historical Society to examine and evaluate the Ohio Network of American History Research Centers.

*Action:* Pursue grant funding from the National Historical Publications and Records Commission or other sources to hire a consultant for this purpose.

Objective B: Create a communications network for institutions responsible for historic records in Ohio so that common issues can be discussed and acted upon in a coordinated fashion.

*Action:* Contact Ohio institutions holding historical records (Using the Ohio results from the 1998 survey "Where History Begins: A

report on Historical Records Repositories in the US” and repositories listed with the Ohio Memory Online Scrapbook) and work with them to create a listserv to discuss common issues.

Objective C: Advocate to the state the importance of state and local records management programs.

*Action 1:* Advocate for State Records Administrator position.

*Action 2:* Advocate for improved local records management programs.

*Action 3:* Sponsor statewide meeting to explore options for funding Public Records activities.

*Action 4:* Review current laws, undertake benchmarking of programs in other states.

*Action 5:* Contact appropriate legislators.

### **Advocating for Ohio’s Documentary Heritage**

#### **Goal 4. Increase public awareness and interest in Ohio’s historical records.**

Objective A: Promote Ohio Memory, and encourage further development of educational programs for the project.

*Action:* Assist the project in finding additional grant funding.

Objective B. Encourage the use of historical records by Ohio’s youth.

*Action 1:* Members of the Ohio Historical Records Advisory Board serve as judges for History Day and seek the involvement of others.

*Action 2:* Facilitate historical record repositories’ knowledge of History Day themes. Encourage them to identify records that support themes and make these known to participating students.

Objective C: Promote the celebration of “Archives Week in Ohio.”

*Action 1:* Provide financial support for Archives Week when possible.

*Action 2:* Help the Society of Ohio Archivists (SOA) promote Archives Week.

**Goal 5. Increase investment in Ohio's documentary heritage.**

Objective A: Work to increase state funding for Ohio's documentary heritage.

*Action 1:* Facilitate the development of a collaborative advocacy effort in the state for archives and records issues.

*Action 2:* Explore the feasibility of creating historical legacy funds from tax returns, license plates revenues, etc. that could be used for the preservation of and access to Ohio's historical materials and resources.

*Action 3:* Explore options for funding Ohio's public records activities (e.g., filing fee).

*Action 4:* Work with the Ohio Historical Society and other supportive parties to establish a grant program for the preservation of and access to Ohio's historical materials and resources.

*Action 5:* Work to increase the state operating and capital funding of the State Archives and historical library operation at the Ohio Historical Society.

Objective B: Work to increase national investment in Ohio's Documentary Heritage.

*Action 1:* Advocate at the national level for more financial support especially for the National Historical Publications and Records Commission, but also for the National Endowment for the Humanities, the Institute for Museum and Library Services, and other similar federal agencies.

*Action 2:* Support funding initiatives such as the National Initiative for Historic Records organized by the Council of State Historical Records Coordinators (COSHRC), the Society of American Archivists (SAA), National Association of Government Archivists and Records Administrators (NAGARA), and the American Association for State and Local History (AASLH).

## **Strengthening OHRAB as a Partner in Ohio's Documentary Heritage**

### **Goal 6. Improve the effectiveness of the Ohio Historical Records Advisory Board.**

Objective A: Clarify organizational procedures and structure.

*Action:* Create OHRAB By-laws and Membership Manual.

Objective B: Explore having official responsibilities of OHRAB codified in the Ohio Revised Code.

*Action:* Contact legislators, especially those who attended the "Future of Our Past" conference, for help and assistance.

Objective C: Join with OHS and other historical organizations in Ohio as a partner in promoting the annual "Building Connections" conference and its advocacy on behalf of the state's historical programs.

*Action:* Propose sessions at each year's conference that furthers OHRAB's strategic plan.

Objective D: Continue to assess the needs of OHRAB constituents.

*Action 1:* Host annual meetings on records issues based on September 2003 conference "The Future of our Past: Ohio's Historical Records at 200 Years."

*Action 2:* Facilitate actions of other organizations and entities that assess the needs of OHRAB constituents.