

North Carolina State Historical Records Advisory Board



Strategic Plan 2022 - 2025

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INTRODUCTION

The North Carolina State Historical Records Advisory Board (SHRAB) is the central advisory board for historical records project planning and assistance in the state and is responsible for assuring that the objectives of the [National Historical Publications and Records Commission](#) (NHPRC) are implemented in North Carolina.

Created by [state statute](#) in 1975, the SHRAB develops educational tools and programs that help documentary repositories throughout North Carolina preserve and provide access to historical records and archival materials. The SHRAB also reviews and evaluates proposals submitted by North Carolina applicants to the NHPRC.

Board members include archivists and allied professionals, such as registers of deeds and historians, and represent communities in the Coastal Plain, Piedmont, and Mountain regions. Through collaboration with leaders in university archives, the Society of N.C. Archivists, the Digital Heritage Center, the N.C. African American Heritage Commission, and the Federation of N.C. Historical Societies, the SHRAB serves state, county, and municipal governments, cultural heritage organizations, and additional community groups holding records of historical value.

SHRAB PROJECTS OVERVIEW

Each year or biennium, the State Historic Records Advisory Board implements programs that promote the care and preservation of historical records held in cultural repositories throughout North Carolina.

Current Project: 2021- 2022

Preserving and Sharing Community Histories Online is a training program intended to boost the capacity of community and institutional archivists in North Carolina. A [series of eight brief tutorial videos](#) provides collection stewards a jump-start or review in archives management.

Additionally, six organizations, selected through an application process, receive onsite consultations and training, culminating in the physical and intellectual preparation of a collection at each to be scanned by DigitalNC, the state's digitization and digital publishing program and North Carolina's hub for the Digital Public Library of America.

A [Traveling Archivist Program \(TAP\)](#) team is composed of experts from these partners:

- [State Archives of North Carolina](#)
- [University of North Carolina, Greensboro](#)
- [The North Carolina Digital Heritage Center](#)

The TAP team will also assist selected organizations in promoting the newly digitized collection. materials.

Past Projects

The SHRAB initiated the Traveling Archivist Program in 2010. Since that time, the program has provided direct onsite assistance to over 100 institutions, with an additional six receiving consultations in 2021.

Additional recent SHRAB initiatives:

--*Digitizing North Carolina's Hidden Collections* increased access to North Carolina archival materials by digitizing collections from 20 repositories and making them available on DigitalNC.

--*Teaching Digital North Carolina* created [lesson plans and tutorials](#) using primary sources found in North Carolina repositories.

--*The Next Generation* trained regional archivists to lead instruction statewide as part of the Traveling Archivist Program. View the [workshop presentation and the training manual](#).

--*The Care and Handling of Family Papers* produced a series of online tutorials about the identification, care, and preservation of essential family records. [View the playlist](#).

--*Getting Ready to Go* offered grant-writing workshops. View the [workshop presentation and the training manual](#).

In previous years the SHRAB offered statewide convenings of documentary collection stewards focused on topics such as disaster preparedness, digitization and electronic records preservation.

REASONS FOR PLANNING NOW

The State Archives consolidated its outreach programs to include the management of the Federation of N.C. Historical Societies and collections recovery services for cultural heritage organizations. Additional collaboration opportunities within the Department of Natural and Cultural Resources with groups, such as the State Library and the African American Heritage Commission, expand the arena for the SHRAB to target its future programming. The new State Archives' outreach resources can benefit from the regional and professional representation current board members bring to help guide the SHRAB's efforts. A new strategic plan provides the roadmap for targeted programming and the development of grant proposal priorities

At the time of this planning effort, the SHRAB had not conducted a full strategic planning process since the previous plan ended in 2017. The recent addition of new members to the SHRAB, combined with the State Archives' renewed commitment to equity in archival collecting and access, underscored the need for an updated plan, in spite of the necessity of virtual planning meetings.

A survey of SHRAB members initiated the planning process and revealed a need to strengthen several aspects of the Board's role and effectiveness, including its mission statement, internal communications, training, and diversity. Members cited a desire for more strategic conversations that could lead to identifying and implementing equitable and inclusive programming for records-holding organizations and groups across the state. While funding for preservation of and access to North Carolina's historic records will always prove a challenge, Board members saw opportunities for the SHRAB to raise public awareness about the critical importance of these materials.

USING, UPDATING AND REFRESHING THE PLAN

The Strategic Plan forms part of a package of planning and reporting activities. The Plan provides a set of broad goals, specific strategies and a framework for achieving them over the next four years, and provides the working tool and basis for:

- Development of an annual work plans and meeting agendas
- Development of grant/funding requests
- Identification of future SHRAB members
- Identification of committees and task forces, if necessary
- Performance reports to stakeholders, including funders and government agencies

Each year, the SHRAB will review and refresh the plan. Stakeholder and possibly funder input will be sought as needed.

MISSION AND VISION STATEMENTS

Mission:

The State Historical Records Advisory Board (SHRAB) works with the State Archives of North Carolina to advance the preservation of the state's rich documentary heritage. By collaborating with all historical records custodians in the state, SHRAB's programming and advocacy promote the multi-vocal historical record of North Carolina's diverse communities.

Vision:

The SHRAB activates and supports a statewide community of practice that is engaged in preservation and access for historical records. Its work represents the state's ethnic and geographic diversity, embraces technological tools to increase preservation and access, and extends the reach of programs and guidance to non-traditional records-holding groups.

NC SHRAB GOALS AND STRATEGIES 2022 - 2025



Programs and Services: In collaboration with a range of programmatic partners, activate and support traditional and community-based records repositories/programs with a variety of resources, including training and networking opportunities, that meet the needs of an increasingly diverse and vibrant landscape of records holders across the state.

Strategies

Continue the Traveling Archivist Program, re-visioning it to strengthen its sustainability by taking advantage of technology and interns. *Ongoing*

Develop resources about archival best practices to support TAP and Community Archiving Program (CAP) audiences. *Ongoing*

Update the NC ECHO contact list for as many organizations and community groups as possible to facilitate greater communication and networking. *(2022 - 2023)*

Develop and seek funding for a scholarship program to provide access to training, professional development for North Carolina records-holding repositories and community groups. *(2022-2023 and Ongoing)*

Develop and seek funding for a Community Archiving Program (CAP) to train programmatic partners across the state to help constituents with records preservation and access issues. *(2023 - 2024)*

Within the network of cultural heritage professionals, develop a mentorship program for networking to North Carolina records-holding repositories and community groups. *(2025+)*

Pursue funding possibilities and partnerships to mount a statewide survey of cultural heritage collections to strengthen a statewide network, assess needs and further advocacy efforts for the preservation and access of these materials. *(2025+)*

Success Indicators

- Annual report of archives programs helped by SHRAB programming are gathered and shared via SHRAB website each year
- 5 organizations and community groups served by TAP annually
- Grant for CAP program written and successfully funded
- One new TAP and CAP resources developed annually and made available to cultural heritage communities
- Scholarship funding in every NHPRC grant proposal
- 10 scholarships made available each year for archival stewards to attend training; professional development opportunities
- Updated database organizations/community groups completed with locations tied to GIS maps



Public Awareness and Advocacy: Serve as an advocate for historical records in North Carolina, promoting and developing programs to raise public awareness of the importance, value and condition of the state's recorded heritage.

Strategies

Develop an annual SHRAB agenda for public awareness activities. *(2022 - 2023 and ongoing)*

Create materials crediting NHPRC and SHRAB for TAP recipients to use in press releases/newsletters/social media, etc. to ensure proper recognition of the funding source and the work of SHRAB. *(2022 - 2023 and ongoing)*

Support the work of the African American Heritage Commission. *(2022-2023 and ongoing)*

Develop training to help organizations become better advocates for their work and their needs within their organizations and their communities. *(2023-2024)*

Support the creation of the American Indian Heritage Commission. *(2025+)*

Success Indicators

- Recognition materials developed and distributed to all TAP recipients and others as necessary
- Annual SHRAB agenda for public awareness is developed and approved by the Board, distributed to stakeholder organizations, and added to website
- Advocacy training and resources developed and presented to stakeholder organizations
- American Indian Heritage Commission receives approval



SHRAB Infrastructure: Promote the SHRAB as an active and engaged advisory body within the Department of Natural and Cultural Resources and a statewide network of cultural heritage stewards. Actively plan for SHRAB's effectiveness by strengthening stakeholder participation, ongoing communications, and ensuring a base of financial support and coordination to meet the goals of this plan.

Strategies

Continue expanding the diversity of SHRAB members to ensure equitable representation from across the state. *(Ongoing)*

Pursue NHPRC and appropriate other funding to support SHRABs programmatic initiatives. *(Ongoing)*

Strengthen onboarding to ensure SHRAB members better understand their role and responsibilities, and the work done by SHRAB. *(2022 -2023)*

Board members recommend potential board candidates for recommendation to the Governor's Office who are strategic representatives of stakeholder communities and have the expertise to fulfill the work of this plan. *(2022 - 2023 and ongoing)*

Strengthen the type and frequency of communication between state archives staff and the Board to increase Board engagement around current issues and strategize future needs/directions for SHRAB work. *(2022 -2023 and ongoing)*

Success Indicators

- Development of formal SHRAB onboarding process completed with board approval
- New SHRAB members participate in a formal onboarding process
- The Board engages in 1-2 dedicated strategy discussions each year
- Diversity of Board membership expands strategically to meet the needs of this plan
- NHPRC funds pursued regularly; other funding support researched and pursued if appropriate