

Montana State Historical Records Advisory Board

Strategic Plan, 2020-2025

Goals, Objectives and Strategies

The Montana State Historical Records Advisory Board (SHRAB) is dedicated to:

- *Promoting the identification, preservation, availability, and use of Montana's diverse historical records, both private and public, regardless of format,*
- *Promoting sustained records planning,*
- *Promoting cooperative efforts, including advocacy, among the state's record keepers.*



- *Promote the identification, preservation, availability, and use of Montana's diverse historical records, both private and public, regardless of format.* Montana's historical records must be **preserved** for the future and rescued from being irreparably damaged, destroyed, or lost. Even records that are in good condition can be threatened unless there is adequate disaster planning and records protection. Archival collections should be widely **available** and accessible through a variety of traditional and non-traditional avenues, at minimal cost to the user. Preservation of records in **all media formats** ensures the possibility of future access and protects the rights and privileges of the people of Montana by **managing and preserving electronic information** that it is complete, reliable, and accessible.
- **Preservation Objectives:**
 - Support the development of preservation programs for historical records repositories through resource information, training and grant support.

- Increase public awareness and understanding of the importance of records preservation through the development and coordination of programs among Montana repositories, city, county, and other local records entities, as well as professional associations.
 - Develop and support programs for the identification and protection of vital records.
 - Support development of disaster preparedness plans for records.
- **Access Objectives:**
 - Montanans will have statewide remote access to information about the location and content of historical and current records.
 - Montanans will have local access to selected documents in electronic format.
 - Montanans will have onsite access to records at a physical location.
 - Promote awareness of the necessity for enough staff to provide the constitutionally mandated access to records at an appropriate facility.
 - Promote descriptive standards. SHRAB will improve access to records statewide by encouraging the creation of traditional finding aids and directories, as well as through the wider use of standard description.
 - By providing access to educational workshops and otherwise disseminating information, SHRAB will encourage the use of SAA descriptive standards, including EAD.
 - Encourage participation in the Montana Memory Project. SHRAB will encourage records repositories to join the Montana Memory Project, which allows researchers, students, and teachers to search across multiple collections online and increases researchers' awareness of participating institutions and their collections. SHRAB will work with the MMP

coordinator and promote the MMP's ambassador program to disseminate information to Montana institutions, as well as provide information about MMP at workshops and seminars.

- **Electronic Records Objectives:**

- Sustain awareness of technological changes that impact the long-term preservation and accessibility of electronic records, and support communication and cooperation among information management professionals, both statewide and nationally to ensure that electronic records are available to Montana's people. The Records community will promote the use of sound principles of electronic records management throughout the life cycle of a record. Identify standards and best practices for management and preservation of electronic records.
- Increase the expertise of records custodians in managing and preserving electronic records.
- Increase the number of programs that adhere to standards and best practices for management and preservation of electronic records.

- ***Promoting sustained records planning***

Objectives:

- Promote adherence to records management laws and guidance for state and local government entities. This includes but is not limited to proper use of appropriate general schedules, guidance documents created by Local Government Records Committee and State Records Committee, Secretary of State, and Montana Historical Society.
- Education about and promote Records Management best practices, including providing scholarships to gain training via professional organizations like ARMA, NAGARA, CoSA, SAA.

- ***Promoting advocacy and other cooperative efforts among the state's record keepers.***

Objectives: Provide opportunities for collaboration among historical records repositories. SHRAB members will encourage collaboration among Montana libraries, museums, and historical societies.

- By encouraging participation in seminars and conferences and providing opportunities for repositories to engage with each other through the Student Archivist and Archives Blitz programs, SHRAB will foster a network of relationships among the historical records repositories of Montana.
- Collaborate with the national professional organizations (SAA, NAGARA, CoSA), and Montana professional organizations including newly formed Montana Archivists Roundtable (MAR).
- Identify and support training opportunities (in-state, online, or regionally) that address the goals of the strategic plan.
- Support the development of educational and training programs.
- Provide access to informational resources regarding historical records preservation.
- Support and promote the development and increased availability of finding aids and other tools for accessing records.
- Make use of the Internet and social media resources to increase public awareness and understanding.
- Collaborate with and participate in statewide and national initiatives.
- Support initiatives that facilitate use of records, including electronic access.