

**Alabama Department of Archives and History  
FY 2021 Strategic Framework**

Special objectives: priorities for the current year  
Horizon objectives: emerging priorities for next two to four years  
Ongoing tasks: routinized functions  
*Italicized:* substantively relevant to [Statement of Recommitment](#)

**1. Identify, appraise, and acquire books, records, and artifacts that document Alabama history and are appropriate to the department's collections.**

Special objectives:

- a. Evaluate current collections management procedures and research best practices to inform development of new Collections Management Policy.
- b. Develop collecting plan to be reviewed annually.
- c. Identify Capstone email accounts in state agencies for permanent retention and implement case study with Office of Information Technology.
- d. Standardize transmittal of electronic minutes of meetings during annual reporting by state agencies.
- e. Examine Alabama Military Department records for closed armories and consider acquisition of permanent records.
- f. Develop strategy for appraisal of Alabama Public Television film and develop agreement for preservation.
- g. Evaluate Alabama Law Enforcement Agency museum collection and develop agreement on timing and scope of transfer.
- h. Ingest Alabama Bicentennial Commission records.
- i. Focus active acquisition efforts on materials documenting women's history and the period of 1966-1975: military service, social history, immigration, manufacturing, race relations, school integration, African Americans in public office, campus life, space program.*
- j. Document the experiences of Alabamians during the COVID-19 pandemic.*
- k. Document demonstrations held across the state for racial justice and ongoing conversations about race, memory, and commemoration.*
- l. Formalize procedures for documenting current events, include electronic record transmittal and gift documentation.*
- m. Commission additional bust for statuary hall.*
- n. Complete expansion and furnishing of registrar's office.*

Horizon objectives:

- o. *Implement active collecting of historical materials that reflect the diversity of Alabama's people and provide increased information about under-documented communities.*
- p. Establish process for purchase of collections through estate sales.
- q. *Evaluate resource requirements and processes for active oral history program.*

Ongoing tasks:

- r. Contact and work with prospective donors regarding potential gifts of records and artifacts to the department.
- s. Acquire, document, and acknowledge all records and artifacts received by the department.
- t. Develop reference collection.
- u. Seek additional participants for digital newspaper collection.
- v. Apply Alabama State Electronic Records Project records management principles to other state agencies.

**2. Catalog, manage, and properly preserve records and artifacts in the department's custody.**

Special objectives:

- a. Develop and implement tiered, distributed backup solution for digital collections files.
- b. Evaluate needs and develop recommendations for conversion of audiovisual materials to digital format.
- c. *Complete acquisition of property for construction of new preservation facility.*
- d. *Initiate architectural services contract for research phase of new preservation facility.*
- e. *Modify and reorganize museum storage to increase capacity in Coley Stacks 2 and Old Stacks 6, 9, and 10.*
- f. Continue project for completing catalog records, documenting locations, and photographing museum collections.
- g. Complete transfer of Bentley administration electronic records.
- h. *Implement processing and preservation plan for WSFA collection.*
- i. *Continue archaeological collections research, catalog improvement, archival digitization, and consultation as required for Native American Graves Protection and Repatriation Act (NAGPRA) compliance and to prepare for repatriation.*

- j. *Implement National Endowment for the Humanities CARES grant for NAGPRA project.*
- k. Implement new procedures for initiating and reviewing incoming and outgoing loans.
- l. Reevaluate scope and disposition of book and serial collections.
- m. *Develop and implement conscious description guidelines for archival and museum catalog records, finding aids, and digital collections.*
- n. Complete update of archival processing and cataloging manuals.
- o. Complete migration of PastPerfect museum catalog to cloud version.

Horizon objectives:

- p. Prepare for implementation of Finance Department security project to include additional cameras and access control.
- q. Standardize organization, format, and contents of collections control files.
- r. Digitize registrar's records for collections management reference.
- s. Conduct conservation needs and cost assessment for sponsorship program.
- t. Implement rehousing of bottle collection.

Ongoing tasks:

- u. Arrange, describe, and create online finding aids for all materials held by the department.
- v. Manage and preserve the collections of the department
- w. Ensure security for the collection and the department as a whole.
- x. Monitor auction sites and other sales markets to identify items stolen from the department's collections.
- y. Provide annual reviews of collection-care, disaster-response, emergency, and security procedures to staff.
- z. Review annually the priorities for processing backlog of archival collections.
- aa. Update quarterly the inventory of and responsibility for digital assets.
- bb. Improve Coley Wing and Old Stack storage areas.
- cc. Maintain current projection of storage consumption rate.
- dd. Provide staff access to accession records in registrar's office.

**3. Provide access to records and artifacts in the department's custody and general reference information regarding Alabama history and government.**

Special objectives:

- a. Evaluate implications of privacy, privilege, and permissions issues for access.
- b. *Continue enhancements to FromThePage crowdsourcing platform.*
- c. *Collaborate with in-state universities on Civil War and Reconstruction Governors Papers Project to digitize, index, annotate, and transcribe records created 1857-1882.*
- d. *Initiate Alabama Supreme Court Case Files Project to digitize and index records created 1820-1877.*
- e. Develop access procedure for electronic newspapers in Research Room.
- f. Establish procedures for providing access to licensing board rosters and registers.

*Horizon objectives:*

- g. *Identify objectives, technical requirements, and workflows for statewide documentation project on slavery.*
- h. Provide public access to PastPerfect catalog.

*Ongoing tasks:*

- i. Provide research assistance for visitors and in response to mail, email, and telephone requests.
- j. Provide regular public workshops and programs on research and use of collections.
- k. Support the Interlibrary Loan program.
- l. Add ADAH digital collections to CONTENTdm based on priority list.
- m. Work with online content providers to make additional collections available through commercial providers.
- n. Continue development of topical collections guides.
- o. Support statewide institutional participation in Alabama Mosaic.
- p. Annual review of digitization priorities.

**4. Promote an improved awareness and understanding of Alabama history with special concentration on history education in Alabama schools, museum exhibits, continued enhancement of the department’s website, and general programs of public interest.**

Special objectives:

- a. Commission professional adjustment of lighting throughout galleries.
- b. Evaluate requirements for replacing control system for Alabama Voices media and lighting systems.
- c. Complete new label system for hallway portraits.
- d. Complete phased development of new website.
- e. Transition education section of alabama200.org to new ADAH site.
- f. Implement full cycle of Alabama History Institutes programs.
- g. *Coordinate activities of statewide Alabama Women’s Suffrage Centennial Committee.*
- h. *Implement use of StoryCrafter digital exhibition platform for new online exhibit, “The Road We Came”: African Americans in Alabama, 1865-1980.*
- i. *Expand content and promotion for Alabama History DIY and Alabama History@Home.*
- j. Develop three-year schedules for publications and temporary exhibits.
- k. *Revise docent training program with emphasis on content and delivery and reflecting Statement of Recommitment.*
- l. *Monitor the work of the Social Studies Course of Study Committee in 2021 and advocate for a strong and effective revision to the Course of Study.*
- m. *Investigate options for evaluation and training to improve accessibility for visitors.*
- n. *Produce digital resources for educational outreach, preservation training, and collections exploration with audiences including the general public, K-12, and higher education.*
- o. *Develop educator and general-public resources for understanding systemic racism and reflecting the ADAH Statement of Recommitment.*
- p. *Build capacity to livestream in-person public programs.*
- q. Initiate improvements to Hands-On Gallery to freshen appearance and enhance children and family programming.
- r. Downsize and reorganize the Education Collection.

Horizon objectives:

- s. Work with postsecondary advisory committee to explore options for sustained outreach to pre-service teacher programs at colleges of education.

- t. Develop evaluation programs for public events and exhibitions.
- u. Explore options for technology-driven content delivery for museum exhibits.
- v. Renovate Studio 1819 for distance learning, a/v production, oral history interviews.
- w. Revise pre- and post-visitation materials for K-12 tours.
- x. *Commemorate ADAH's 125th anniversary in 2026.*
- y. *Commemorate nation's semiquincentennial in 2026.*
- z. *Collaborate with Native American tribes for updates to First Alabamians and This Is Our Land exhibits.*

Ongoing tasks:

- aa. Provide a meaningful educational experience for student groups.
- bb. Provide distance-learning outreach through Studio 1819.
- cc. Provide outreach to summer reading programs in public libraries.
- dd. Install changing temporary exhibits and maintain existing interpretive exhibits.
- ee. Provide assistance and support for general visitors to the department.
- ff. Organize and provide public programs about Alabama history.
- gg. Maintain, update, and continue to build the department's website.
- hh. Assist and support the work of other organizations promoting Alabama history.
- ii. Provide workshops and training opportunities for teachers of Alabama history.
- jj. Maintain weekly Saturday hours.
- kk. Maintain updated schedule for rotating exhibit spaces.

**5. Assist state agencies, local governments, and local history organizations in the proper care of records and artifacts of historical value.**

Special objectives:

- a. Provide on-demand records management training and self-learning opportunities through short, subject-specific informational videos.
- b. Develop general schedule for records retention for state agencies.
- c. Conduct research and consult with local contacts to update guidance for Local Education Agencies (LEAs) on scope of permanent student records for adoption by Local Government Records Commission.
- d. Eliminate backlog of Local Records Disposition Authority updates by submitting line-item revisions for adoption by Local Government Records Commission.

- e. Produce consolidated records management booklet for state agencies.
- f. Make digitized state and local agency files accessible for staff reference.
- g. Evaluate long-term trends in Records Center business to prepare for future facilities planning.
- h. *Participate in AASLH-sponsored census of U.S. historical organizations and develop plan for rolling census of Alabama organizations.*

Horizon objectives:

- i. Assess the status of local court records and develop a long-term strategy for their preservation.
- j. Consider vanity tag program to support assistance to local organizations.
- k. Strengthen relationships with Personnel Department and Emergency Management to increase educational outreach to state and local agencies.
- l. *Build capacity to facilitate nationally recognized evaluation systems through training for local history organizations.*

Ongoing tasks:

- m. Operate the State Records Center as a self-supporting enterprise.
- n. Promote a better public awareness of the need for and ways of caring for Alabama's historical records and artifacts.
- o. Provide consulting services for local historical organizations.
- p. Support the work of the State Records Commission, the Local Government Records Commission, and the Historical Records Advisory Board.
- q. Assist state agencies in developing internal records management policies and procedures.
- r. Present / exhibit at conferences of local government officials.
- s. Provide information to those who contact the department for assistance in the care of records and artifacts.

**6. Support the improvement and expansion of department services through a development program.**

Special objectives:

- a. *Conclude "100 for the 100th" campaign to support collections improvements, conservation, and programming.*

- b. Increase museum store merchandise and Friends membership incentives based on collections.
- c. Transition from AL200 online store to Alabama Original online store.
- d. Implement annual calendar for foundation grant applications.
- e. Fill development position.

Horizon objectives:

- f. Develop sponsorship program for collections conservation.

Ongoing tasks:

- g. Strengthen legislative support.
- h. Host legislative open house at beginning of each session.
- i. Invite legislators to meet school groups at Archives for photo.
- j. Increase public awareness of and support for the work of the Archives, working with the Friends and Foundation.
- k. Provide support for the work of the Friends of the Archives.
- l. Increase Friends membership.
- m. Provide support for the work of the Alabama Archives & History Foundation.
- n. Provide support for the Alabama Academy of Honor.

**7. Improve administrative operations and capabilities within the department to ensure the effective achievement of the above goals.**

Special objectives:

- a. *Develop sustained outreach to relevant academic departments with emphasis on HBCUs to promote career awareness and opportunities for interns and student workers at the ADAH.*
- b. *Identify and implement opportunities for self-assessment and staff training in cultural diversity competency.*
- c. Implement Standards and Excellence Program for History Organizations (StEPs) self-assessment.
- d. Continue ongoing organization and cleanup of agency's electronic administrative files and ensure appropriate user rights have been applied.
- e. Revise quarterly reporting process and contents.
- f. Improve directional signage throughout the building.



- g. Revise ADAH Records Disposition Authority.

Horizon objectives:

- h. *Build on FY 2021 work in cultural diversity competency to implement sustained commitment to Diversity, Equity, Accessibility, and Inclusion.*
- i. Hire two additional security guards.
- j. Update data collection procedures and develop data visualization for statewide impact.
- k. Develop agency annual report.
- l. Develop long-term lease agreement with Risk Management for parking lot.
- m. Increase volunteer corps with emphasis on docents and front desk.

Ongoing tasks:

- n. Provide information to and support for the Board of Trustees.
- o. Continue the department's planning process.
- p. Represent the department in outside functions for which the department has a statutory or professional responsibility.
- q. Complete budgets and other reports in compliance with state requirements.
- r. Coordinate the department's volunteer program.
- s. Manage the department's LAN and coordinate information systems.
- t. Maintain regularly scheduled process for maintenance and backup of electronic administrative files
- u. Coordinate personnel management.
- v. Promote continuing staff development and professional involvement.
- w. Track constituent satisfaction through survey devices and respond to concerns.
- x. Provide regular emergency response and safety training to staff.
- y. Maintain medical emergency response capabilities and certifications.
- z. Promote public awareness of the programs and activities of the Department.
- aa. Maintain individual desk manuals.

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