

Alaska State Historical Records Advisory Board  
Juneau, Alaska  
2009

# Five Year Plan

2009 to 2014

## *The Future of Alaska's Past*

PLAN TO PRESERVE ALASKA'S DOCUMENT HERITAGE



# THE ALASKA STATE HISTORICAL RECORDS ADVISORY BOARD FIVE YEAR PLAN

2009-2014

## MISSION STATEMENT

The Alaska State Historical Records Advisory Board believes that the collection and preservation of historical records, Alaska's priceless legacy, are fundamental to understanding our past and guiding our future.

- The Alaska State Historical Records Advisory Board (ASHRAB) is an advisory body appointed by the Governor. ASHRAB has two basic responsibilities. First, the board reviews and recommends proposals to the National Historical Publications and Records Commission (NHPRC is the granting agency of the National Archives and Records Administration). Any nonprofit organization may apply to NHPRC for archival preservation funding.
- Second, ASHRAB works to preserve the State's documentary heritage, by working with organizations interested in preserving Alaska's historical records.

## MEMBERSHIP

The Alaska State Records Advisory Board has eight members:

- The State Archivist is the Board's Coordinator and principle contact with NHPRC
- The Alaska State Chief, Office of History and Archaeology serves as Acting Coordinator in the absence of the State Archivist
- One representative from the Native community
- One representative from local government
- The four remaining members who either work with historical records professionally, or who conduct historical research

State Archives staff provide administrative and technical assistance to the Board.

## GOALS

### **Goal I. Develop an effective management and planning process to enhance the Board's ability to promote records preservation in Alaska.**

Objective A. Strengthen the Board's ability to carry out its mission.

- Regularly review and update the written mission statement that defines the Board's primary function and its activities
- Prepare an annual report that reviews and evaluates the Board's progress in carrying out its plan
- Seek statutory designation for the Board and state funding to support it

Objective B. Review the Board's plan annually and update it every five years or as needed to meet Alaska's changing records collection and preservation needs.

- Distribute the five-year plan to appropriate organizations and individuals
- Update the Historical Records Needs Assessment every four years, and review the Statement of Priorities annually

### **Goal II. Structure the Board's activities to enhance its statewide profile.**

Objective C. Conduct meetings at least two times a year.

- Encourage public attendance and participation at meetings
- Strive to meet in communities other than Anchorage, Fairbanks, or Juneau
- Use alternative means such as teleconferencing or videoconferencing between regularly scheduled meetings to keep the Board Members informed of the progress of projects and other activities

Objective D. Evaluate the composition of the Board on a regular basis.

- Make recommendations to the Governor's Office for individuals that would give a broader background and ethnic diversity to the board to include:
  - Alaska Municipal Clerk's Association representative
  - Rural historical organization or society
  - Representative from a rural records management background
  - Representative from a tribal native entity

### **Goal III. Support efforts in the preservation of Alaska's documentary heritage.**

Objective E. Encourage the physical survival of Alaska's documentary heritage.

- Develop and review studies and statistical data that describe the condition of records preservation in Alaska
- Work cooperatively with other Alaska organizations that deal with disaster response including Homeland Security and the State's CIO to ensure records recovery is considered in statewide disaster plans.
- Encourage local governments and organizations with records to develop site-specific disaster response plans
- Share available professional literature and promote storage standards for archival facilities
- Distribute guidelines about caring for local public records to local governments and recognized Tribal entities
- Provide records retention schedules to local governments and Tribal entities as a model for the development of their schedules and archival programs

Objective F. Encourage the collection of original source material.

- Encourage private organizations and institutions to preserve their records
- Prepare a list of Alaskan repositories to distribute to potential donors
- Encourage the donation of historical materials to appropriate repositories
- Encourage organizations without proper means to store records or make them available for research to develop arrangements with major archives in Alaska

Objective G. Seek to identify sources of funds in order to increase support for preserving records and making them available.

- Widely publicize the NHPRC program and encourage institutions and organizations to apply for grants
- Encourage potential candidates to send preliminary NHPRC applications to the Board for evaluation and assistance prior to applying on-line
- Ask present and former Board members, staffs at archival institutions, and successful applicants to assist candidates with NHPRC proposals
- Draft project applications to submit to NHPRC including grants to strengthen local government records programs, to assist local historical organizations to prepare guides and finding aids to their collections, and to care for Native Alaskan records
- Seek funding to provide necessary match for NHPRC grants
- Request state funding to support the preservation of records
- Seek foundation funding for archival projects in Alaska

**Goal IV. Encourage collaborative efforts among Alaskan institutions to share information about records and records holdings.**

Objective H. Develop relationships with organizations that manage collections to promote the involvement of the Board and NHPRC in records preservation.

- Encourage cooperation between NARA Pacific Alaska Region, the State Archives and the ASHRAB Board
- Develop a working relationship with the Anchorage Chapter of ARMA (Association of Records Managers and Administrators)
- Promote a close working relationship between the State Archives and other state agencies whose operations affect archives and records management
- Encourage cooperative efforts and support from the major archival repositories and organizations in Alaska regarding records preservation
- Work cooperatively with individuals within the Alaska Native community who are concerned about the preservation of records
- Provide Alaska Native organizations with copies of annual reports and news releases
- Encourage local organizations to use the professional expertise of the State Archives and other professional archival organizations within the state

**Goal V. Provide leadership in education, advocacy, and outreach for the management of archives, and preservation, storage and care of records.**

Objective I. Contact records organizations to make them aware of available resources.

- Highlight grants funded, board services, and other events relevant to archives and records, distribute to newspapers, local historical societies and museums
- Actively seek positive public relations for the State Archives and the ASHRAB Board
- Draft and update kits, basic checklists, resource lists and other materials that can be readily available to the public
- Notify client organizations that the State Coordinator or designee is available for presenting talks on Alaska's records management and preservation of records
- Provide information through workshops on standards for facilities and disaster planning

**GOAL VI. Keep abreast, and utilize advances in communication and information technologies.**

Objective J. Explore the use of technological advances.

- Maintain and update a web-page for the ASHRAB Board with basic resource information and links to related organizations
- Investigate posting kits, guidelines, manuals and related materials on the web to increase accessibility to stakeholders throughout Alaska
- Promote technological advances for managing records

## Appendix A

ASHRAB will distribute its revised five-year plan and annual reports to the following organizations:

Anchorage Museum of History and Art  
Alaska and Polar Regions Department, university of Alaska Fairbanks  
Alaska Anthropological Association  
Alaska Association for historical Preservation  
Alaskana Collection, Anchorage Public Library  
Alaska State Archives  
Alaska State Library Historical Collections  
Alaska Historical Society  
Alaska Library Association  
Alaska Moving Image Preservation Association  
ARMA Anchorage Chapter  
Cook Inlet Historical Society  
Eagle Historical Society  
Gastineau Channel Historical Society  
Isobel Miller Museum, Sitka  
Juneau Douglas City Museum  
Ketchikan Museum  
National Archives Pacific Alaska Region  
Museums Alaska  
Pratt Museum, Homer  
Sheldon Museum  
Skagway City Museum  
Tanana Valley Historical Society  
University Archives, University of Alaska Anchorage  
Valdez Community Museum and Archives

## Appendix B

### Alaska State Historical Records Advisory Board Members

Dean Dawson, State Archivist  
State Historical Records Coordinator  
Department of Education & Early Dev.  
141 Willoughby Avenue, POB 110525  
Juneau AK 99811-0525

Judy Bittner, State Historic Preservation Officer  
Office of History & Archaeology  
Department of Natural Resources  
550 West 7<sup>th</sup> Avenue, Ste. 1310  
Anchorage AK 99051-3565

Bridget Burke  
UAF Archivist  
University of Alaska Fairbanks  
POB 756808  
Fairbanks AK 99775-6800

Kevin Tripp  
Public/Historical  
Alaska Moving Image Preservation Association  
1440 E Street #3  
Anchorage AK 99501

Peter Caffall-Davis  
Public Historical  
Willow Street Box 77  
Hyder AK 99923

Carol M. O'Malley  
Public/Historical  
P.O. Box 190975  
Anchorage AK 99519

Gladi Kulp  
Public/Historical  
gladikulp@yahoo.com  
Juneau AK 99801

Zachary Jones  
Native American Records  
Sealaska Heritage Institute  
One Sealaska Plaza, Ste. 301  
Juneau AK 99801

Laura Samuelson  
Local Government Records  
PO Box 300  
Nome AK 99762

Joseph Kurber  
Public/Historical  
2513 Newby Road  
North Pole AK 99705

## Appendix C

### Alaska State Historical Records Advisory Board Statement of Priorities

In order to focus on major historical records in Alaska, the State Historical Records Advisory Board has adopted a statement of priorities. This statement reflects the current thinking of the Board about needs and how to deal with them through National Historical Publications and Records Commission (NHPRC) grant applications or in other ways. The statement is intended to focus broad activities for a three to five year period, and may be reviewed or expanded by the Board at any time.

Prior to consideration by NHPRC, the Board reviews all grant applications from Alaska and gives each careful consideration to how each relates to the statement of priorities. The Board gives preference to proposals that accord closely with its statement of priorities; however, applicants should not consider the statement to be exclusive. The Board encourages submitting other projects when applicants demonstrate their importance, and the need for outside funding. The Board encourages all that are in the position to do so, to support efforts to deal with the objectives of the board's statement. The Board also seeks solutions independent of NHPRC funding.

1. The Board will emphasize proposals that identify, evaluate and preserve records or other archival or manuscript materials that are endangered:
  - a. Because of their physical form (e.g. nitrate negatives, audio visuals, electronic records);
  - b. Because of their physical location (e.g. records housed in deteriorating buildings); or
  - c. Because storage space is threatened (e.g. corporate records that will no longer be stored by the company)
2. The Board will emphasize projects that would provide for the identification, preservation, arrangement and description of archival records and manuscript resources
3. The Board will emphasize projects that provide for the development of guides to archival and manuscript resources to ensure public access, with the following priorities:
  - a. Participation in the shared development of a shared database
  - b. A guide or descriptive list of all major holdings of a specific repository or institution
  - c. A guide or series of guides to one or more collections in a repository
4. The Board will emphasize programs of both a formal and informal educational nature that would:
  - a. Improve the knowledge of those who are not professional archivists but who administer archival records or the depositories in which they are deposited (e.g. workshops in the identification, preservation, arrangement and description of materials)
  - b. Increase the concern and understanding of the staff of organizations that create records of long term value to society
  - c. Increase the skills of professional archivists, especially in developing expanded records programs
5. The Board will emphasize projects that would create within an organization, or between types of organizations, programs that would demonstrate these concepts, practices and benefits of archives and records management (e.g. creation of a pilot project within local government social, political, and Native organizations, museums and historical societies; unions and businesses)
6. The Board will emphasize projects that identify, reproduce, accession and process significant collections in private hands so that a copy would be placed on deposit in a central depository or in several appropriate major repositories and joint facilities, when possible

## General Criteria for Proposals

1. Highest priority will be given to projects of a statewide nature
2. Projects of a cooperative nature between institutions with similar needs will be given priority over individual institutions requests
3. The commitment of the applying institution to the proposed project as evidenced by its participation in the cost, staffing, requirements and facilities required by the project
4. The capability of the institution or organization to carry out the project as proposed
5. The relationship to the state plan and the contribution to historical research

Adopted November 3, 1979

Revised March 9, 1989

## Appendix D

### Alaska State Historical Records Advisory Board Bylaws

#### Article I. NAME.

The name of this organization is the Alaska State Historical Records Advisory Board, Hereafter known as ASHRAB.

#### Article II. AUTHORITY

ASHRAB is a state board, appointed by the Governor, under the authority of federal statutes And regulations governing the National Historical Publications and Records Commission (NHPRC) program of the National Archives and Records Administration (NARA), 44 U.S.C.250.36

#### Article III. Membership.

ASHRAB consists of eight members. The Governor appoints members for three year, Renewable terms. A majority of all members shall

Have recognized experience in the Administration of government records, historical Records or archives. The board should be as broadly represented as possible of the public and private archives, records offices and research institutions and organizations in the state. The Alaska board includes the State Archivist, the Chief of the office of History and Archaeology and one representative each of Native organizations and local government records agencies or their designee.

#### Article IV. STATE COORDINATOR.

The Governor appoints the State Archivist as ASHRAB State Coordinator as required by NHPRC regulation. The State Coordinator or designee shall represent ASHRAB in state and national forums, and acts as meeting convener and secretariat. The State Coordinator is a member of ASHRAB and serves a renewable four term. The coordinator shall appoint a deputy. The deputy assists in carrying out the duties of the coordinator and serves as acting coordinator at the coordinator's discretion or other inability to serve.

#### Article V. DEFINITION.

The term "record" as used by these Bylaws includes textual, non-textual, machine readable, electronic and other documentary materials, regardless of origin, physical form or

characteristics.

#### Article VI. PURPOSES.

The purposes of ASHRAB are to:

A. Develop, disseminate and maintain a

statement of goals and priorities for historical records programs in Alaska;

B. Advise on matters pertaining to collection and preservation of historically significant records;

C. Endorse projects that address established goals and policies;

D. Encourage communications among organizations having archives and/or records management interests, defining areas of mutual concern to support comprehensive collection of Alaskan historical records and to minimize duplication of efforts;

E. Review grant applications and make funding recommendations to the NHPRC grant program, concerning applications from organizations and institutions based in Alaska;

F. Promote and publicize the NHPRC grant program, encouraging participation;

G. Provide grant consultation, assisting grant applicants in preparing proposals;

H. Develop grant applications to address historical records issues of statewide concern;

I. Review proposed legislation concerning public or historical records administration, advise on its applicability and potential effects, and recommend legislation when appropriate.

J. Promote programs designed to promote public awareness of historical records values, conditions and needs;

K. Conduct studies to better define historical records conditions and problems in Alaska, proposing solutions;

L. Foster and support cooperative networks for conservation, bibliographic control, and public access for historical records topics;

M. Expand educational opportunities,

coordinating with academic institutions to develop or expand records management and archives course offerings;

**Article VII. PROGRAM SCOPE**

ASHRAB's program, scope and interests relate, but are not limited to, records documenting the history and heritage of Alaska and its people held by the following entities in Alaska:

- ? ? State government
- ? ? Cultural organizations
- ? ? Local governments
- ? ? Historical organizations
- ? ? Native Americans
- ? ? Professional associations
- ? ? Ethnic groups and organizations
- ? ? Academic institutions
- ? ? Religious denominations
- ? ? Libraries and museums
- ? ? Business and industries

**Article VII. GRANT APPLICATIONS PRIORITIES.**

Grant priorities will be in accordance with the statement of priorities adopted by ASHRAB. ASHRAB may revise the statement of priorities at any time by majority vote.

**Article IX. RECOMMENDATIONS ON GRANT APPLICATIONS**

Recommendations shall follow procedures established by the NHPRC for grant application review.

**Article X. MEETINGS AND RECORDS.**

ASHRAB shall meet at least two times each year to review grant applications and conduct other business. Other meetings may be called at the initiation of the State Coordinator or by any three other ASHRAB members. All meetings are subject to provisions of "Agency meetings public" AS 44.62.310. ASHRAB records are Maintained by the State Coordinator and are subject to provisions of the "Inspection and copies of public records" AS 09.25.110.

**Article XI. QUORUM.**

Five members of ASHRAB constitute a quorum for the purpose of meeting and conducting business.

**Article XII. COMMITTEES.**

The State Coordinator appoints such Committees as are necessary to effect the purposes and program of NHPRC

**Article XIII. RULES OF ORDER.**

*Robert's Rules of Order*, latest edition, serves as parliamentary authority.

**Article XIV. AMEDNMENTS TO BYLAWS.**

Proposed amendments to these Bylaws must be sent to the ASHRAB members at least thirty

(30) days in advance of a scheduled meeting. Discussion of proposed amendments shall appear as a separate item on the meeting's agenda. Passage of amendments requires a two thirds vote of ASHRAB members present and voting.

Amended April 24, 1990