

# The Wyoming SHRAB 2010 – 2014 Plan

## November 2010

**MISSION: THE WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) PROMOTES THE IDENTIFICATION, PRESERVATION AND DISSEMINATION OF WYOMING’S HISTORICAL RECORDS.**

**GOAL 1: DEVELOP A STATEWIDE COOPERATIVE APPROACH FOR THE PRESERVATION OF WYOMING RECORDS OF ONGOING VALUE.**

**Objective:** Encourage and support local governments, state agencies, tribal agencies, local repositories, organizations, churches, schools, libraries, and businesses in Wyoming to take part in the management and care of their records which have been determined to have ongoing value.

- Strategies:**
1. Obtain continuing funding for SHRAB so its leadership role in this cooperative approach can continue.
  2. Provide leadership in bringing awareness to the importance of the care, preservation, and reformatting of historical records.
  3. Support and strengthen outreach services offered through Wyoming’s professionally staffed archival repositories.
  4. Support grants, projects and other activities that help achieve SHRAB goals.

**Objective:** Secure funding sources to enable the care and management of historically significant manuscripts, photographs, legal documents and administrative records.

- Strategies:**
1. Support legislation for a surcharge to be used to manage and preserve permanent records in the political subdivisions, to pay for records services received from the State Archives and to provide grants to records agencies on a competitive basis.
  2. Apply for NHPRC and other grant monies to be redistributed within the state to archive and record keeping agencies by means of competitive grants submitted to and reviewed by the SHRAB.
  3. In cooperation with the Office of Homeland Security, Emergency Management Agency, promote the education for disaster preparedness and records recovery.

**Goal 2: ENCOURAGE AND SUPPORT ONGOING TRAINING PROGRAMS INCLUDING BUT NOT LIMITED TO PRESERVATION, DISASTER RECOVERY PREPAREDNESS, DISASTER AND RECORD MANAGEMENT FOR STATE, TRIBAL AND LOCAL GOVERNMENTS, LOCAL REPOSITORIES, ORGANIZATIONS AND OTHERS INVOLVED IN RECORDS CARE.**

**Objective:** Working in cooperation with Wyoming’s various records repositories, provide Systematic, ongoing training opportunities.

- Strategies:
1. Determine specific training needs of Wyoming's records centers.
  2. Identify a network of professionals with the necessary expertise to conduct training.
  3. Provide leadership by developing a plan and budget for a series of Wyoming workshops and/or funding sources for persons to attend workshops of relevant professional organizations specializing in the care and preservation of historical manuscripts and public records.
  4. Seek ways to allow more networking of individuals and institutions working with Wyoming historical records.

**Goal 3: FACILITATE ACCESS TO AND INCREASE THE USE OF WYOMING'S RECORDS.**

**Objective:** Promote Society of American Archivist, American Library Association, and other professionally recognized standards for description and cataloging.

- Strategies:
1. Promote SAA descriptive standards, including EAD, for archival manuscripts and records.
  2. Promote ALA cataloging standards, MARV record format, for collection and series cataloging.
  3. Monitor and incorporate new standards as they are approved.

**Objective:** Encourage the sharing of collection descriptions and catalog records.

- Strategies:
1. Maintain and continue to develop a SHRAB web presence including links to all Wyoming records repositories.
  2. Establish communications.
  3. Promote genealogy as a tourism destination for select Wyoming archives.
  4. Encourage organizations, communities, and individuals to participate in cultural tourism opportunities and activities.

**Goal 4: ENSURE THE PRESERVATION OF HISTORICAL ELECTRONIC RECORDS AND INFORMATION.**

**Objective:** Promote the establishment of an office for electronic records management and preservation.

- Strategies:
1. Meet with the Governor and key state officials to gain their support.
  2. Identify and work in cooperation with other entities.
  3. Advocate for an appropriate state budget to support this goal.

**Objective:** In partnership with other entities, promote methods to ensure the preservation of information born digitally, and monitor efforts that may alter the methods used to preserve historical information..

- Strategies:
1. Establish a presence in the policy-making decision process relating to electronic information.
  2. Monitor legislation and be prepared to testify.