

WASHINGTON STATE HISTORICAL RECORDS ADVISORY BOARD STRATEGIC PLAN

An update to

Preserving and Sharing Washington's Historical Records: A Strategic Plan for the 21st Century

About WSHRAB

History of the Washington State Historical Records Advisory Board:

Governor Dan Evans initially appointed WSHRAB in 1976 at the requests of National Historical Publications and Records Commission (NHPRC), the grant making affiliate of the National Archives and Records Administration. Charged with planning for the benefit of state historical records and grant review tasks, the original Board consisted of seven members, most of whom were professional archivists representing the major historical repositories around the state. The membership was later expanded to fifteen.

The Board initiated a survey in 1977 to inventory and determine the quantity and condition of both government and private historical records wherever they were located. A grant proposal to NHPRC resulted in funds for the Board to report on historical records throughout the state. This two year survey, produced a database from which was published in 1981 the first comprehensive guide to a state's historical records since the Works Progress Administration surveys of the 1930's.

Informed by the major survey, WSHRAB pioneered studies to assess needs, set priorities, and plan actions to protect and make available our documentary heritage. In 1984 a report was published containing an action agenda: completion of the state archives regional system; an improved state records management program; and development of a strong legislative archive. Most of the agenda was implemented over the following decade. Building on this foundation the board developed a record of successful NHRPC grant applications. (See Appendix A.)

In 1994, NHPRC funded a planning grant for WSHRAB to produce a strategic and tactical plan for preserving and managing Washington's historical records. Informed by five focus groups engaging over 100 persons across the State speaking for groups ranging from Indian Tribal archives to private museums, the Board published *Preserving and Sharing Washington's Historical Records: A Strategic Plan for the 21st Century*. This strategic plan represents a revision and update to that publication.

About the NHPRC

The National Historical Publications and Records Commission was created by law to encourage efforts to preserve and make available for use records that further the understanding and appreciation of American history. It supports projects to advance technology related to records, to promote cooperative efforts among institutions and organizations, and to improve the knowledge, performance, and professional skills of those who work with historical records.

The Commission is composed of members appointed from the federal government and various national historical and archival associations. The NHPRC awards various types of financial support grants directly to organizations. The State Historical Records Advisory Boards also act as the channel in their state to which funds are distributed. The partnership allows the Board to define the unique needs of Washington's historical records, which can then be addressed through Board support and re-grant funds awarded from the Commission.

Purpose:

Washington's historical records are one of its greatest resources. Records provide evidence of the State's cultural, economic, and political development. Many are public documents which belong to all its citizens but are not easily accessed. Records also provide important information about its people, communities, governments and institutions. Records serve many purposes: verifying our births, marriages, and deaths, and ownership of property and homes. They document our rights as citizens and the laws that govern our lives.

Records are a fragile resource. Every form of records, including paper, photographs, sound recordings, and electronic, has special preservation needs. They diminish in value, or worse become unusable without proper care. WSHRAB seeks to work with the vested institutions listed in Appendix B to identify, preserve, and improve access to the documented heritage of the state, prioritizing needs as any limited resources might dictate.

Mission Statement:

The Washington State Historical Records Advisory Board serves the public as the central advisory agent for identifying historical records projects, providing leadership and guidance, ensuring proper preservation and access to our state's historical records. It also acts as a state-level review body for proposals as defined by NHPRC grant program guidelines.

Goals and Activities:

- 1. Support the mission of repositories statewide in an ongoing effort to preserve and improve handling of and access to extant historical documents.** WSHRAB emphasizes the values of focusing on the customer; fostering collaboration; maintaining excellence; respecting teammates; innovating; and appreciating diversity. Board members follow in a long tradition of citizen participation in government.
- 2. Promote and publicize WSHRAB and the NHPRC grant program, encouraging participation.** Carry out the SHRAB's mission as defined in federal regulation to serve as the central advisory body for historical records planning and for Commission-funded projects developed and carried out within the State . . . as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state, and as a state-level review body for grant proposals as defined in the Commission's guidelines.

To this end, WSHRAB will meet at least twice a year to review any Washington-submitted NHPRC grant proposals and to plan Board activities. Board members will communicate more frequently outside of meetings by means of telephone, email, and conferencing technologies. WSHRAB will expand knowledge of Washington historical records issues and stakeholders and learn and adopt “best practices” of other State Historical Advisory Boards.

Meetings:

- Meeting of the Board, Cheney, WA (May 2008)
- Meeting of the Board, TBD (Fall 2008)
- Meeting of the Board, TBD (Spring 2009)
- Meeting of the Board w/another SHRAB, TBD (Fall 2009)

Meetings will generally include work plan status review and board training.

The Board will disseminate information will via the Internet, email, printed materials and participation in professional conferences.

Update the WSHRAB web site at <http://www.secstate.wa.gov/archives/wshrab.aspx> to reflect current membership and this strategic plan, as well as detail programs, contact information, events, and links to NHPRC and Washington Archives Month website. (Spring 2008).

Create an email list of interested parties, including by invitation on the web page, and disseminate WSHRAB updates via this list. (Spring 2008).

Develop and distribute an informative pamphlet describing WSHRAB activities and goals. (Winter 2008)

Communicate WSHRAB priorities through the attendance of Board Members at conferences such as Northwest Archivists, Washington Museum Association, Washington State Genealogical Society and similar gatherings.

3. Consult with stakeholders, perform studies and surveys and create reports, as necessary, to assess and define the conditions and needs of Washington historical records. Develop grant applications to address historical records issues of statewide concern. Receive funding from the NHPRC and other sources to perform these activities.

- Submit NHPRC grant request (March 2008)
- Meet/coordinate activities with interested stakeholders (WMA, NW Archivists, National History Day, tribal archives, etc.) (Ongoing beginning Fall 2008)

4. Provide technical assistance to underserved audiences. Technical assistance workshops will include the Council of State Archivists (CoSA) *Basics of Archives: Continuing Education (BACE)* workshop which was successfully introduced as part of

Washington Archives Month 2007. BACE workshops are geared towards individuals who have responsibility for archival collections, but may never have participated in basic archival training. As CoSA disaster training under the Intergovernmental Preparedness for Essential Records (IPER) project is developed, consider inclusion of this offering as well. Sponsor a workshop on NHPRC grants and grant writing.

CoSA workshops (up to five annually 2008-2009)
Grant writing workshop (Spring 2009)

5. Continue as sponsor of Washington State Archives Month. Support printing of the Archives Month poster and creation of Archives Month web site and associated meetings. The Washington State Archives Month steering committee is recognized as an official subcommittee of WSHRAB. (October 2008; October 2009)

6. Support projects that help bring documents into the classroom. WSHRAB will identify and support institutions and activities that promote the use of historical records by students K-20, including Washington History Day and Washington State Archives Month.

7. Continually monitor and revise, as necessary, an ongoing work plan for the WSHRAB to better identify its objective, administrative, and fiscal responsibilities for the future. Review and perform quarterly updates to the annual work plans. Revise strategic plan in anticipation of next NHPRC grant cycle (Fall 2009)

For more information on WSHRAB consult the Board's web site, <http://www.secstate.wa.gov/archives/wshrab.aspx>, or contact WSHRAB State Coordinator Jerry Handfield, Washington State Archivist, at (360) 586-2664 or jhandfield@secstate.wa.gov.

Appendix A

NHPRC GRANTS TO WASHINGTON STATE RECIPIENTS, 1985 – 2005

The National Historical Publications and Records Commission (NHPRC) is the grantmaking affiliate of the National Archives and Records Administration (NARA). NHPRC was created in 1934, and has had grantmaking authority since 1964. The NHPRC helps non-Federal institutions preserve and make broadly accessible records of historical value through grants to archival institutions, manuscript repositories, and publications in multiple formats. NHPRC grants help locate, preserve, and provide public access to documents, photographs, maps, and other historical materials. NHPRC grants go to state and local archives, colleges and universities, libraries and historical societies, and other non-profit organizations.

The Archivist of the United States chairs the NHPRC and makes grants on its recommendation. The other fourteen [members](#) of the NHPRC represent the President (two appointees), the U.S. Senate and House of Representatives, the Federal judiciary, the Departments of State and Defense, the Librarian of Congress, and six national, professional associations of archivists and historians.

The Washington State Historical Records Advisory Board (WSHRAB) serves as a state-level review body for proposals as defined by NHPRC grant program guidelines. WSHRAB meets on a regular basis throughout the year to review proposals to the NHPRC for grant projects submitted by eligible organizations and agencies other than federally recognized Tribes, which apply directly to NHPRC without WSHRAB review. The total amount of funding received since 1976 from NHPRC for Washington State grant recipients totals \$2,129,178. A partial list of NHPRC funded records projects for Washington State (1986 to date) follows below.

Further information about the NHPRC and its grant programs is available at <http://www.archives.gov/nhprc/about>

Further information about WSHRAB is available at <http://www.secstate.wa.gov/archives/wshrab.aspx>

RECORDS PROJECTS 1986-TO DATE

Kalispel Tribe of Indians, Usk, WA -- \$50,577 to create a comprehensive records program for the tribe. (2005-048)

Samish Indian Nation, Anacortes, WA -- \$33,992 to create a comprehensive records program for the tribe. (2005-032)

Whitworth College, Spokane, WA -- \$178,001 to support the Northwest Archives Processing Initiative, Phase II, on behalf of a consortium of repositories to organize, describe, catalog and submit EAD-encoded finding aids of 1,100 linear feet of archival and photographic collections. (2005-61)

Washington State Historical Records Advisory Board, Olympia, WA -- \$20,000 to support basic administration for the state board. (2005-029)

Colville Confederated Tribes, Nespelem, WA -- \$60,000 to support the microfilming of tribal records and the production of finding aids. (2004-111)

The Museum of Flight, Seattle, WA -- \$16,380 for the Douglas Aircraft Company Collection Project, to preserve company drawings. After the 717 drawings in the collection were processed, they were microfilmed and a CD-ROM compilation of the drawings was created. A database and index was also created. (2004-074)

Nooksack Indian Tribe, Deming, WA -- \$43,526 to develop an archives and records management program for the tribe. (2003-097)

Pacific Lutheran University, Tacoma, WA -- \$137,523 for its Northwest Archives Processing Initiative Project to organize, describe, and catalog archival and photographic collections documenting a wide range of subjects in the region. (2002-064)

Washington State Historical Records Advisory Board, Olympia, WA -- \$5,000 in partial support of the board's administrative expenses. (2002-032)

The Museum of Flight, Seattle, WA -- \$13,076 for a project to preserve and make available a collection of Douglas Aircraft Company drawings that date from the company's founding. (99-079)

Eastern Washington State Historical Society, Spokane, WA -- \$87,084, to go to its Northwest Museum of Art & Culture (Cheney Cowles Museum) for a project to preserve and catalog nitrate and acetate negatives from more than 80 collections. (98-051)

Museum of History and Industry, Seattle, WA -- \$61,580 for a two-year project to survey the images comprising the Seattle Post-Intelligencer collection (ca. 293,000 negatives; 1924-1972). (97-060)

Washington State Historical Records Advisory Board, Olympia, WA -- \$32,712 for a planning grant to produce a strategic and tactical plan for preserving and managing Washington's historical records. (94-036)

Tacoma Public Library, Tacoma, WA -- \$55,200 to complete the appraisal and duplication of the Richards Studio Photograph Collection (800,000 images, ca. 1917-80) documenting the Puget Sound region. (93-093)

Lummi Indian Business Council, Bellingham, WA -- \$56,500 to develop an archival program in conjunction with a newly established records management department. (89-061)

King County, Seattle, WA -- \$71,457 to develop an archival program for the county's records. Following appraisal, accessioning of archival records in agency custody, arrangement, and description, materials will be transferred to the state's regional archival facility. (88-071)

Washington State Historical Records Advisory Board, Olympia, WA -- \$9,340 to assess the need for and feasibility of a regrant program for the more than 35 Native American tribes in Washington State. (88-031)

Puget Sound Maritime Historical Society, Seattle, WA -- \$34,000 to preserve the Joe Williamson photograph collection. The photographs depict the maritime history of the Pacific Northwest from the 1880s to the 1950s, including a wide variety of ships, many coastal towns and industries, and the Alaska gold rush. (87-108)

Lummi Indian Business Council, Bellingham, WA -- \$2,500 for consultation on developing a professional archival program for the Lummi Indian Tribe, the third largest tribal group in Washington State. (87-080)

King County, Seattle, WA -- \$4,975 for a consultant to assist the county in planning for an archival program for its permanently valuable records. King County, Washington's most populous county, includes Seattle and part of the Puget Sound area. (86-136)

Colville Confederated Tribes, Nespelem, WA -- \$70,951 to establish an archival and records management program for the tribes. The Colville Indian Reservation, in the eastern part of the State of Washington, was founded in 1872. (86-129)

Washington State Historical Records Advisory Board, Olympia, WA -- \$5,000 for travel and meeting expenses to allow the state board to carry out its grant review and statewide archival planning missions. (86-081)

Eastern Washington University, Cheney, WA -- \$40,245 to appraise and process the historical records of the City of Spokane, microfilm selected records series, and enter archival series information into the statewide records database. (85-042)

City of Seattle, Seattle, WA -- \$58,085 to survey city records and establish an archival facility for those of historical value. (85-018, 86-053)

Appendix B

COMPONENTS OF WASHINGTON STATE'S HISTORICAL RECORDS COMMUNITY CREATORS, CUSTODIANS, AND USERS OF RECORDS

- Genealogical Societies
- Historical Societies
- Historical Preservation Groups
- Cultural Heritage Organizations
- State Archives
- National Archives
- Museums
- Libraries
- Private Collections
- College and University Archives and Manuscript Collections
- State Legislature
- Government Agencies: local, state, federal
- School Districts
- Military
- Courts
- County Courthouses, City Halls
- Law Offices
- Commercial Producers, Vendors, Manufacturers
- Corporate Headquarters
- Professional Organizations
- Tribal Archives
- Civic Organizations
- Labor Unions
- Fraternal Organizations
- Religious Institutions
- Hospitals
- Information and Service Bureaus
- Interested Citizens
- Genealogists
- Authors
- Historians
- Scientists
- Students
- Historic Preservationists
- Environmentalists
- Attorneys
- Public Policy Advocates
- Accountants
- Conservators
- Geographers
- Journalists