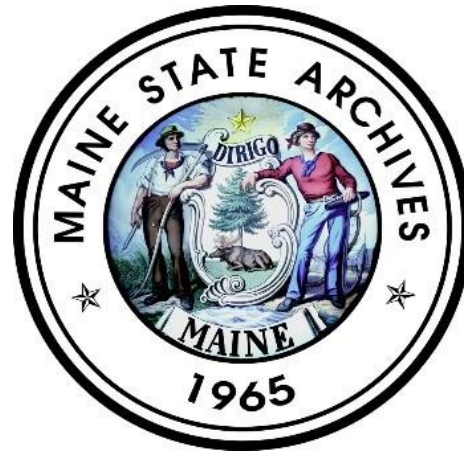


# Maine Historical Records Advisory Board



## **Strategic Planning Framework 2023 - 2027**

Approved by the Maine Historical Records Advisory Board  
on **September 27, 2023**

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## **INTRODUCTION AND BACKGROUND**

Created by Executive Order of the Governor in 1989, the Maine Historical Records Advisory Board (MHRAB) was active in the grants program of the National Historical Publications and Records Commission (NHPRC), both as reviewer and grantee. The eleven-member Board met a few times each year from 1990 through 2017.

The MHRAB has not been active since 2017. For two decades before that, MHRAB operated a successful NHPRC-funded re-granting program by distributing funds to collecting institutions for projects involving archival collections. Grants were small – limited to \$1,000 – but helped many institutions to conduct meaningful projects to improve their archival collections, through either the purchase of archival storage supplies, conducting collections surveys, or offering training in best archival practices.

The most recent Strategic Plan for MHRAB addressed the 2013 to 2018 period. The list of priorities outlined in that Plan were:

### **Core Priorities**

- Promote the safe storage of historical records in competent organizations with proper facilities
- Ensure that historical records custodians, including local government officials, receive proper training in basic archival planning and management, appraisal, processing, and preservation techniques
- Place records with greater significance in archival housing
- Create more comprehensive finding aids for significant records
- Provide researchers with information about Maine collections
- Encourage best practices in digitization of cultural resource materials

### **Secondary Priorities**

- Provide teachers with information of the effective use of archival records in the classroom
- Create awareness among electronic records creators of the preservation challenges of born-digital records
- Raise awareness among legislators and the public of the importance of, and issues facing, archival records
- Create a source for information and referral for repositories and researchers
- Discourage the sale of important Maine historical records other than to Maine repositories

The most recent 2013-2018 Strategic Plan was wide ranging and extensive. Many of the goals and priorities were addressed through the NHPRC-funded regranting program and training workshops. But the MHRAB did not remain active after 2017, when the program fell dormant. In 2021 the Governor of Maine appointed an entire new Board to restart the program.

## MHRAB STATUTORY LAW

The Maine Historical Records Advisory Board exists in the Maine Revised Statutes in Title 5 §98:

“The Maine Historical Records Advisory Board, established by section 12004-I, subsection 18-D and referred to in this section as the "board," is within the office of the State Archivist and serves to encourage the preservation of and access to historical records within the State. [PL 2001, c. 704, §3 (NEW).]

**1. Duties.** In support of its mission, the board shall conduct the following activities:

A. Make recommendations to the National Historical Publications and Records Commission regarding the funding of proposals seeking support from that commission; [PL 2001, c. 704, §3 (NEW).]

B. Develop, maintain and execute a strategic plan supporting the board's priorities for funding recommendations and other activities; [PL 2001, c. 704, §3 (NEW).]

C. Seek, receive and administer nonstate funds to support its priority activities; [PL 2001, c. 704, §3 (NEW).]

D. Work cooperatively with other state historical records advisory boards, especially those in New England; and [PL 2019, c. 50, §14 (AMD).]

E. Report biennially to the joint standing committee of the Legislature having jurisdiction over state and local government matters on the board's activities and on the condition of historical records in the State. [PL 2019, c. 50, §14 (AMD).]”

## USING, UPDATING AND REFRESHING THE PLAN

The Strategic Plan forms part of a package of planning and reporting activities. The Plan provides a set of broad goals, specific strategies, and a framework for achieving them over the next four+ years:

- Development of an annual work plan and meeting agendas
- Development of grant/funding requests
- Identification of future MHRAB members
- Identification of MHRAB committees and task forces, if necessary
- Performance reports to stakeholders, including funders and government agencies

Each year, the MHRAB will review and refresh the plan. Stakeholder and possibly funder input will be sought as needed.

## MISSION STATEMENT

### Mission Statement:

The Maine Historical Records Advisory Board, in collaboration with the Maine State Archives and other partner organizations, provides advocacy, education, and leadership to foster the preservation, discovery, and use of historical records in Maine.

### Vision Statement:

The Maine Historical Records Advisory Board envisions a state in which records holding institutions collaborate to ensure that all historical records are safely preserved and stored, adequately and appropriately described, easily and equitably accessible, and represent the breadth, depth, and complexity of Maine's past.

## MHRAB GOALS 2023 – 2027

**MHRAB Infrastructure and Sustainability:** Strengthen the effectiveness of the MHRAB as an engaged and proactively responsive advisory body to the Maine State Archives. Actively plan for MHRAB's effectiveness by strengthening member participation, ongoing board-archives communications, and ensuring a base of financial support to meet the goals of this plan.

**Programs and Services:** Collaborate with a range of programmatic partners to coordinate and provide the state's historical records repositories/programs with access to a variety of resources, training, mentoring, and regrant opportunities that meet the needs of an increasingly diverse group of records holders across the state.

**Public Awareness and Advocacy:** Serve as a strong advocate for the work of the Maine State Archives and a voice for the preservation and diversity of historical records across Maine, collaboratively promoting and developing programs to raise public awareness about the importance, variety, and condition of the state's recorded heritage.

## GOALS AND STRATEGIES 2023 – 2027



**MHRAB Infrastructure and Sustainability:** Strengthen the effectiveness of the MHRAB as an engaged and proactively responsive advisory body to the State Archives. Actively plan for MHRAB's effectiveness by strengthening member participation, ongoing board-archives communications, and ensuring a base of financial support to meet the goals of this plan.

Strategies	Strategy Timeframe
Raise MHRAB's visibility by developing and implementing a MHRAB website that describes its role and its work.	2023 - 2024
Strengthen onboarding and ongoing MHRAB training to ensure members have what they need to be effective advisors to the State Archives and advocates for the state's records repositories.	2024 - 2026
Strengthen the type and frequency of communication between state archives staff and the Board to increase Board engagement around current issues and strategize future needs/directions for MHRAB work.	2023 - 2024
Continue expanding the diversity of MHRAB members to ensure equitable representation from across the state.	2025 - 2027
Pursue NHPRC and appropriate federal, state, and other funding to support MHRAB's programmatic and service initiatives.	Continuous

*Success Indicators*

- Annual budget is created
- New MHRAB members participate in a formal onboarding process
- The Board creates annual action plans for its work that are based on the strategic plan
- Equitability of Board membership expands strategically to meet the needs of this plan
- NHPRC is regularly pursued; other funding support is researched and pursued if appropriate
- The MHRAB Dedicated Fund is seeded and grows



**Programs and Services:** Collaborate with a range of programmatic partners to coordinate and provide the state's historical records repositories/programs with access to a variety of resources, training, mentoring, and regrant opportunities that meet the needs of an increasingly diverse group of records holders across the state.

Strategies	Strategy Timeframe
Develop and implement two NHPRC-funded workshops and evaluate their effectiveness.	2023

Seek funding from NHPRC for a regrant program; build infrastructure for the development and implementation of a program.	2023-2024
Develop and implement a MHRAB landing page that supports training, mentoring, and networking by containing easily accessible resources, training information, and funding opportunities, and links to allied organizations/programs for use by the state's historical records repositories.	2024-2025
Provide sustained mentoring, technical assistance, and collaborative opportunities to historical records repositories across the state by planning, seeking sustainable funding for, and implementing a Roving Archivist program that ties into a regrant program.	2024-2026
Continue regular surveying of historical records repositories' needs and challenges with a goal of tracking improvement due, in part, to MHRAB programs and services.	Continuous

*Success Indicators:*

- 5 Collections saved, treated, and made more accessible each year
- 3 Disaster preparedness plans developed/in use each year
- 2 Training sessions developed each year
- 2 Case studies of archives programs helped by MHRAB programming are gathered and shared via the MHRAB website each year
- 2 programmatic partners to develop, fund, and deliver MHRAB programs and services
- Roving Archivist program is developed, funded, and implemented
- 10 regrants made available each year for organizations to act on Roving Archivist recommendations
- Improvement on regular statewide surveys is measurable, tracked, and drives programs/services



**Public Awareness and Advocacy:** Serve as a strong advocate for the work of the Maine State Archives and a voice for the preservation and diversity of historical records across Maine, collaboratively promoting and developing programs to raise public awareness about the importance, variety, and condition of the state's recorded heritage.

<b>Strategies</b>	<b>Strategy Timeframe</b>
Develop and implement an annual MHRAB agenda/plan and calendar for public awareness activities in collaboration with the State Archivist and allied organizations (such as Maine Archives and Museums, Cultural Alliance of Maine, and the Cultural Affairs Council) that speak to the needs of the archives field across the state.	2023 – 2024, then continuing
Work closely with Maine State Archives leadership to be visible advocates for state support of the Archives budget and legislation affecting historical records programs.	Continuous

Participate in statewide activities and conversations where a historical records advocate might be useful (U.S. 250 <sup>th</sup> Anniversary planning, etc.).	Continuous
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*Success Indicators:*

- Annual MHRAB agenda for public awareness is developed and approved by the Board
- MHRAB's members participate in 3 statewide conversations as a representative of Maine's historical records repositories, annually
- The new MHRAB landing page is a hub for advocacy and public awareness messaging and materials