



# Strategic Plan

## 2023-2027

Last Updated: 12/09/2022

# UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

## USHRAB Coordinator

*Jim Kichas* – Utah State Archives and Records Service, Salt Lake City

## USHRAB Board Members

*Alice Faulkner Burch* - Director of Special Events, Sema Hadithi African American Heritage & Culture Foundation

*Dr. Nichelle Frank* - Assistant Professor, History Department, Utah State University Eastern

*Emily Johnson* - Field Services Manager, Utah Division of Arts & Museums

*Cheryl Lone Bear* – Director, Ute Indian Tribe Library, Fort Duschene

*Paula Mitchell* – SUU Gerald R. Sherratt Library Special Collections, Cedar City

*Darcy Pumphrey* – Digital Assets Librarian, USU Libraries, Logan

*Becky Wright* - Archive Specialist, Davis County

## USHRAB Executive Secretary

*Mahala Ruddell* – Utah State Archives and Records Service, Salt Lake City

## USHRAB Contact Information

Utah State Historical Records Advisory Board  
c/o Mahala Ruddell Utah State Archives and Records Service  
346 South Rio Grande  
SLC, UT 84101  
(801) 531-3845  
[mruddell@utah.gov](mailto:mruddell@utah.gov)  
<https://archives.utah.gov/USHRAB/index.html>

***USHRAB activities are supported by a funding grant from the National Publications and Records Commission (NHPRC)***

# TABLE OF CONTENTS

<b>UTAH STATE HISTORICAL RECORDS ADVISORY BOARD</b>	<b>1</b>
<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>WHAT IS THE UTAH STATE HISTORICAL RECORDS ADVISORY BOARD?</b>	<b>3</b>
<b>THE MISSION OF THE USHRAB</b>	<b>4</b>
<b>THE VALUES OF THE USHRAB</b>	<b>4</b>
<b>ACCESS</b>	<b>4</b>
<b>PRESERVATION</b>	<b>4</b>
<b>COLLABORATION</b>	<b>4</b>
<b>EMPOWERMENT</b>	<b>4</b>
<b>DIVERSITY</b>	<b>4</b>
<b>THE STRATEGIC GOALS OF THE USHRAB</b>	<b>5</b>
<b>GOAL 1: Expand public discovery and use of Utah’s historical records</b>	<b>6</b>
<b>GOAL 2: Foster a greater diversity of voices in telling the Utah story through historical record collections</b>	<b>7</b>
<b>GOAL 3: Connect the USHRAB with Utah’s libraries, archives, museums, and other cultural heritage organizations</b>	<b>8</b>
<b>GOAL 4: Engage the people of Utah in preserving and publishing the historical record collections that tell the Utah Story</b>	<b>9</b>

## **WHAT IS THE UTAH STATE HISTORICAL RECORDS ADVISORY BOARD?**

The Utah State Historical Records Advisory Board (USHRAB) was created in 1978 under authorization of Federal Code 36 CFR 1206.41. With oversight from the National Historical Publications and Records Commission (NHPRC), each state and territory is authorized to administer a Historical Records Advisory Board that is responsible for reviewing grant proposals submitted to the NHPRC from organizations in their states.

State Historical Records Advisory Boards (SHRABs) also undertake statewide planning for historical records. Today, the USHRAB serves as the central advisory body for historical records planning and for NHPRC-funded projects developed and carried out within the state. The USHRAB also serves as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state. Finally, the USHRAB acts as a state-level review body for proposals as defined in the NHPRC's grant program guidelines.

The membership of the USHRAB consists of at least seven members, including the State Historical Records Coordinator who chairs the Board. Members have recognized experience in the administration of government records, historical records, and archives. The USHRAB is broadly representative of public and private archives, and research institutions in Utah, and Board members are appointed by the Governor to three year terms with the possibility of renewal. Terms are staggered so that one-third of Board terms expire each year. The USHRAB meets at least three times annually, in open public meetings, and all actions taken by the Board are voted on and passed by majority vote.

The intention of this plan is to provide a strategic vision for Board planning and decision making. It documents the mission and values of the USHRAB, and spells out the high level goals that the Board will prioritize in its planning and projects.

## **THE MISSION OF THE USHRAB**

The mission of the USHRAB is to assist Utah's public and private non-profit organizations in preserving and providing access to their historic records, as well as fostering cooperation and community among the diverse cultural heritage institutions and records repositories across the state.

## **THE VALUES OF THE USHRAB**

The following values are the foundation upon which the USHRAB's goals and activities rest:

### **ACCESS**

The USHRAB recognizes that public access to information is vital, so that knowledge can be gained and shared and the heritage and history of the state maintained.

### **PRESERVATION**

The USHRAB recognizes the importance of preserving records of enduring historical value.

### **COLLABORATION**

The USHRAB recognizes the value of Utah's cultural heritage institutions and records repositories collaborating and learning from each other in order to accomplish more than they could acting alone, and supports activities that enhance cooperative networks..

### **EMPOWERMENT**

The USHRAB recognizes the importance of cultural heritage institutions and records repositories connecting with and empowering Utah's citizens to take responsibility for the preservation and use of the records that inform our rights and shared history.

### **DIVERSITY**

The USHRAB works to preserve records that represent the diverse experiences of all Utahns.

## **THE STRATEGIC GOALS OF THE USHRAB**

The USHRAB has identified the following strategic goals that will serve as the framework for Board actions and decision making. Each goal has an accompanying strategy with supporting objectives that serve as measurable steps that build towards achieving the strategy. Defined activities are specific tools and actions that the Board will pursue to realize these strategic goals and objectives.

## **GOAL 1: Expand public discovery and use of Utah's historical records**

**Strategy:** The USHRAB will support projects that make records accessible while ensuring their long-term preservation.

### **Objectives:**

- Support projects that promote the use of public records
- Support projects that make records more accessible, including providing digital access when possible
- Support projects that improve the preservation of records

### **Activities:**

- Maintain a re-grant program to increase preservation and access to Utah's historical records
- Encourage cultural heritage institutions and records repositories to apply for NHPRC grants, and other public and private funding, to foster records preservation and access activities.
- Assess the training needs of records repositories in the state and work to improve training opportunities and resources
- Provide guidance for records repositories to encourage that historical documentary materials are deposited in the appropriate repository, and help promote their availability to enhance overall access and use of those materials.

## **GOAL 2: Foster a greater diversity of voices in telling the Utah story through historical record collections**

**Strategy:** The USHRAB will work to preserve records that represent the diverse experiences of all Utahns and will encourage diversity in professions working with historical records.

**Objectives:**

- Encourage small and underserved communities to apply for available USHRAB grants
- Promote the fields of archives and records management
- Encourage a more diverse pool of applicants in archives and records management positions

**Activities:**

- Encourage small and underserved communities to apply for records preservation grants
- Identify opportunities to connect with members of small and underserved communities to share information about professions related to archives and records management
- Connect students, including those in small and underserved communities, with archives and records management professional development opportunities.

### **GOAL 3: Connect the USHRAB with Utah’s libraries, archives, museums, and other cultural heritage organizations**

**Strategy:** The USHRAB will support the cooperative networks of Utah’s cultural heritage institutions and records repositories by: encouraging communication; providing training and quality standards; promoting professional service and development; and encouraging disaster prevention and recovery preparedness.

**Objectives:**

- Seek out partnerships between Utah’s cultural heritage institutions and records repositories
- Promote regular communication between the USHRAB, the State Archives, and Utah’s cultural heritage institutions and records repositories
- Promote participation in training and professional development opportunities
- Raise awareness about disaster recovery preparedness
- Promote professional standards and guidelines

**Activities:**

- Maintain a contact list of cultural heritage organizations and records repositories across Utah to communicate about USHRAB grant opportunities, training, and other relevant information.
- Maintain an online resource of professional guidelines, standards, and contacts who are available to assist institutions with training and projects
- Participate with allied organizations to encourage communication, training, and professional development for archivists and record keepers throughout Utah.

## **GOAL 4: Engage the people of Utah in preserving and publishing the historical record collections that tell the Utah Story**

**Strategy:** The USHRAB will promote public awareness of archives and archival records and encourage their use.

**Objectives:**

- Plan and promote public events that encourage the use, and sharing, of archives and archival records among individuals and communities
- Increase student awareness of primary sources and their value

**Activities:**

- Develop programming and resources that educate the public on the value and use of historic records
- Use social media to share examples of how the use of archival records can benefit the public
- Share best practices, tools, and methods to enhance the use of archival records
- Coordinate and promote Utah Archives Month