

New Mexico Historical Records Advisory Board

2005 - 2009 Strategic Plan



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www.nmcpr.state.nm.us/nmhrab/mhrab-hm.htm

Cover illustration: A family stops to photograph the stark Enchanted Mesa, near the Acoma Indian Pueblo in western New Mexico, 1953.
Collection 1987-066: Item 034948 New Mexico Department of Tourism Photograph Collection.
Courtesy of the State Records Center and Archives, Santa Fe, New Mexico.

EXECUTIVE SUMMARY

The New Mexico Historical Records Advisory Board (NMHRAB) issued its first strategic plan, *Capturing 400 Years of Recorded History*, in 1998. This document describes the Board's second strategic plan, designed to guide its work over the next five years. Recognizing that historical records are cultural resources that provide documentation of New Mexico's cultural heritage, and that historical records located across the state are at risk, the goal of this plan, like that of the 1998 plan, is to improve the care and accessibility of historical records throughout the state. In order to accomplish this goal, the Board seeks to:

- **Build an awareness** of the importance of the preservation of records, as a means of strengthening and preserving a link to the cultural and historical past;
- **Enhance the preservation and care** of records maintained by local and tribal governments and private records repositories by helping them to understand their responsibility as records custodians; and
- **Establish a direction** that will enable future interest and collaboration in collecting and preserving the record of the ongoing history of the State and its people.



Colfax County Clerk's Office **Historical Records and Records Management Training Project** (Raton, 2001) NMHRAB Grant 01-004.

Strategic Planning is an important and integral part of the work performed by the NMHRAB. In embarking upon this strategic planning process, it was the intent of the Board to prepare a document that would provide the Board with the direction required over the next five years to achieve its mission. The main purpose of this strategic plan is to establish priorities in order to focus attention on the most important and urgent issues, and to make the wisest possible use of the Board's resources.

MISSION STATEMENT

Recognizing the cultural diversity of the state, the New Mexico Historical Records Advisory Board serves the people of New Mexico by advocating preservation of historical records, promoting a broad range of training and stimulating public access to the state's historical records.



Zuni Pueblo Tribal Archives

The New Mexico Historical Records Advisory Board (NMHRAB) was established in 1975 to serve as the central advisory body for reviewing grant proposals submitted by state and local government entities or private record repositories to the National Historical Publications and Records Commission (NHPRC). Seven of the eight board members are appointed by the Governor and serve staggered terms. The Director of the State Records Center and Archives (SRCA) serves ex-officio as the State Historical Records Coordinator and is the Chair of the Board.

New Mexico Historical Records Advisory Board and Staff



*Left to right: Julie Miller, Ph.D., Randy Forrester, Angela Robbins, Daphne Arnaiz DeLeon.
Seated, left to right: Terry Ortega, Sandra Jaramillo, Diane Bird.
Not pictured: Robin Martin, Orlando Romero, Veronica Tiller.*

<i>Sandra Jaramillo,</i>	Chair, and State Historical Records Coordinator
<i>Robin Martin</i>	Editor and Publisher, <i>The Santa Fe New Mexican</i>
<i>Julie Miller, Ph.D.</i>	Librarian, Western New Mexico University Library
<i>Terry Ortega</i>	Legal Assistant/Independent Historian
<i>Orlando Romero</i>	Librarian, Retired
<i>Angela M. Robbins</i>	Professional Planner, Public Schools Facility Authority
<i>Veronica Tiller</i>	Owner, Tiller Research Inc. Albuquerque
<i>Diane Bird</i>	Archivist, Laboratory of Anthropology, Museum of Indian Arts and Culture

ACHIEVEMENTS

Key highlights of Board accomplishments for the period 1998 through 2004 include activities for each of the five critical issues identified in the Boards' 1998-2002 Strategic Plan.

- *Issue 1* Preservation of New Mexico's Historical Records
- *Issue 2* Meeting the Public Demand for Access to Historical Records
- *Issue 3* Documenting the Historical Experience
- *Issue 4* Funding and Resources for Records Programs
- *Issue 5* Illumination of New Mexico's History

Issue 1: Preservation of New Mexico's Historical Records

The Board adopted a training program in 1999 in an effort to create opportunities for historical records' custodians to develop basic management tools for the care and preservation of records in their custody. The initial training program consisted of seven workshops developed and delivered by SRCA staff. The workshops were presented in various locations around the state. Funding for the development and presentation of the workshops was provided through NHPRC grant funds. The SRCA assumed the responsibility for the training program in FY 2000. The Board also adopted a Scholarship Program in 2001 to provide funding for staff and volunteers from historical repositories to attend archival and records management workshops presented by the SRCA. A total of sixty-six scholarships were awarded between FY 2001 and FY 2004 in the amount of \$12,866.

An NHPRC grant awarded on December 1, 1998 allowed the NMHRAB to implement a Re-grant Program for the purpose of improving the preservation of and access to New Mexico's historical records. Grants are awarded annually to applicants who demonstrate need, financially and programmatically, and show commitment to solving their historical records problems. Grant guidelines were developed by the Board based on the funding priorities identified in the strategic plan. The NHPRC grant along with general fund support from the State Legislature provided financial support for the Board to implement the New Mexico Historical Records Grant

Program. Funds available for distribution in the first funding cycle totaled \$75,000 - \$50,000 in federal funds and \$25,000 in state funds.

Issue 2: Meeting the Public Demand for Access to Historical Records

Many repositories throughout the state, despite their best efforts are not able to provide access to their holdings. In its endeavors to support efforts of records holders to provide access to records in local repositories the Board funded re-grant projects that sought to arrange and describe collections and to create finding aids that facilitated access to historical records. Ten projects were funded that either developed finding aids or catalogued records. An NHPRC grant of \$58,979 was also awarded on April 1, 2002 to design a web-based system for searching and locating public and private historical records maintained by state agencies, local governments, institutions and private repositories throughout the State of New Mexico. The Historical Information Network and Tracking System (HINTS) was designed to provide information about historical records held by local governments, institutions and private repositories. Information obtained from the survey of New Mexico repositories conducted by the NMHRAB in 1998 was used to populate the HINTS database. The HINTS is available online through the SRCA's web site; it is a dynamic resource that allows the public to view and search repository information such as: organizational name, location, holdings, contact person, and organizational type.

Issue 3: Documenting the Historical Experience

The Board actively sought to promote an awareness of the value of historical records by providing funding to historical repositories through the NMHRAB grant program and through collaborations with other organizations. Co-sponsorship of activities with New Mexico Council for the Humanities initiated advocacy of documentary projects. Projects included preparation of materials about historical records repositories for teacher orientation sessions, and providing prizes for History Day winners for the best use of primary records in an exhibit or essay. The Board also supported the development of Native American repositories by funding assessment and preservation projects for five tribal projects.

Issue 4: Funding and Resources for Records Programs

The NMHRAB secured the following NHPRC grant funds to provide administrative support to the NMHRAB and to help support the re-grant and scholarship programs.

- **1998-2000**, NHPRC Grant awarded \$156,499 to establish a re-grant program.
- **2001-2002**, NHPRC Grant awarded \$14,800 to the Commission of Public Records to provide administrative support to NMHRAB.
- **2002-2003**, NHPRC Grant awarded \$58,079 to the NMHRAB to assess local and tribal government records environment, create an on-line database to search and locate historical records maintained by both public and private repositories, and to help fund the scholarship program.
- **2003-2004**, NHPRC Grant awarded \$19,473 to the Commission of Public Records to provide administrative support to NMHRAB.
- **2004-2005**, NHPRC Grant awarded \$71,164 to the Commission of Public Records to support the NMHRAB re-grant and scholarship program.
- **2005-2006**, NHPRC Grant awarded \$19,779 to the Commission of Public Records to provide administrative support to the NMHRAB.

Issue 5: Illumination of New Mexico's History

Members of the NMHRAB attended legislative hearings and stood in support of legislation introduced to include New Mexico history as part of the curriculum in the public school system during the 2002 legislative session.



The Citizen's Committee for Historic Preservation, Re-housing, and Cataloging of Glass Collection Plates, Negatives and Slides (Las Vegas, 1999). NMHRAB Grant 99-012

THE STRATEGIC PLANNING PROCESS

Board members met on October 1, 2004 to develop a five-year Strategic Plan (2005 - 2009). Together they identified five strategic initiatives, strategies and action steps designed to move the NMHRAB toward a more complete realization of its mission.

The strategic initiatives are:

1. **Preserve** New Mexico's historical records;
2. **Increase** public access to historical records;
3. **Support** archival and records management training;
4. **Strengthen** funding and support for records programs; and
5. **Promote** life-long learning and documentation of New Mexico history.



Clyde Tombaugh's sketches of "Jupiter and His Belts" – NMSU Tombaugh Papers Preservation Project (Las Cruces 2001). NMHRAB Grant Project 01-006

STRATEGIC INITIATIVE # 1: PRESERVE NEW MEXICO'S HISTORICAL RECORDS

The Board seeks to preserve New Mexico's historical records by increasing public awareness of the value and benefit of preserving historical records. Many records custodians often require assistance evaluating the preservation and storage needs of records in their custody. They also require guidance and training in the implementation of sound archival and records management programs. Few local and tribal government offices have suitable records storage or staff with the necessary expertise to manage historical records appropriately. The NMHRAB recognizes that there is also a need to make records custodians aware of the problems associated with preservation of permanent electronic records. To accomplish this initiative the NMHRAB identified four strategies and related action steps.

Strategy 1.1: Improve the condition of historical records in New Mexico through the NMHRAB grant and scholarship programs.

Action Step 1.1.1. Provide information about and encourage participation in the re-grant and scholarship programs.

Action Step 1.1.2. Publish articles on Board activities and preservation issues in the SRCA newsletter and other publications.

Action Step 1.1.3. Revise grant guidelines to encourage participation from underserved areas and groups.

Strategy 1.2: Support the preservation of historical records located in local and tribal government repositories.

Action Step 1.2.1. Complete and distribute the final report of the local and tribal government records assessments.

Action Step 1.2.2. Support local and tribal government projects that address the issues identified in the local and tribal government assessment reports.

Strategy 1.3: Increase awareness of sound preservation practices by serving as a resource to the historical records community.

Action Step 1.3.1. Create on-line list of preservation resources.

Action Step 1.3.2. Develop and present a preservation forum to discuss relevant issues.

Strategy 1.4: Support the study and evaluation of preservation issues related to historical records in electronic format and other alternative media.

Action Step 1.4.1. Develop and distribute an informational brochure on preservation issues for electronic and other alternative media.

Action Step 1.4.2. Develop and distribute guidelines for digitizing records.

***STRATEGIC INITIATIVE #2:
INCREASE PUBLIC ACCESS TO HISTORICAL RECORDS***

No effective mechanism exists to bring professionals together to advocate for the management of historical records. To address this strategic initiative the NMHRAB will continue to identify organizations collecting and maintaining historical records and provide this information through the Internet to facilitate

the exchange of information. Because many smaller community repositories lack the resources to describe their holdings the NMHRAB will also encourage records custodians to share information about holdings, acquisitions, and documentation efforts through a list-serv.

Strategy 2.1: Promote cooperation, collaboration, and information sharing within the historical records community to further public access to historical records.

Action Step 2.1.1. Evaluate the effectiveness of the NMHRAB's Historical Information Network Tracking System (HINTS) and make changes as needed.

Action Step 2.1.2. Develop a list-serv for repositories identified in the HINTS database.

Strategy 2.2: Facilitate collaborations and information sharing among the historical records communities.

Action Step 2.2.1. Improve the usefulness of the NMHRAB website by providing information on preservation basics, current events and links to websites of allied organizations.

Strategy 2.3: Publicize information about historical records repositories and their collections.

Action Step 2.3.1. Prepare articles for publication on historical records made available through NMHRAB and National Historical Publications and Records Commission (NHPRC) re-grant projects.

Action Step 2.3.2. Issue press releases to local media regarding NMHRAB and NHPRC projects and scholarships.

***STRATEGIC INITIATIVE #3:
SUPPORT ARCHIVAL AND RECORDS MANAGEMENT TRAINING
PROGRAMS.***

Many people working with historical records need additional professional training to effectively manage historical records. Local historical societies often rely on volunteers who need additional professional training. Museums often acquire historical documents along with artifacts, but lack the necessary training to process and preserve archival records. Local elected officials are responsible for the creation and maintenance of public records that document the rights of

citizens and ownership of property. However they lack the proper training to manage and preserve records. The Board believes that those who manage historical records must understand their responsibility and be able to preserve and provide access to those records. To accomplish this initiative the NMHRAB will provide scholarships to qualifying applicants. The Board will also share information on the management and preservation of historical records through the NMHRAB web page.

Strategy 3.1: Increase participation in the SRCA training program and other archives and records management training.

Action Step 3.1.1. Incorporate scholarship information and application into the SRCA annual "For Fee Workshop Schedule."

Action Step 3.1.2. Develop a "Recommended Course of Archival and Records Management Study," with suggested sources, for records custodians.

Action Step 3.1.3. Provide training opportunities for elected officials and local government staff on archival and records management issues.

Strategy 3.2: Serve as a training resource for the management and preservation of historical records.

Action Step 3.2.1. Award NMHRAB scholarships, placing special emphasis on soliciting applications from underserved areas and groups.

Strategy 3.3: Explore alternative methods of providing archival and records management training and assistance.

Action Step 3.3.1. Research the "circuit" archivist model for possible implementation in New Mexico.

Action Step 3.3.2. Explore the possibility of providing access to on-line training through the NMHRAB webpage.

Action Step 3.3.3. Identify partners and available resources for creating an "Ask an archivist/records manager" program.

Strategy 3.4: Strengthen the Board's ability to award grants and to perform its responsibilities more effectively.

Action Step 3.4.1. Survey Board members to determine training needs.

Action Step 3.4.2. Provide Board members training in proposal evaluation and scoring.

***STRATEGIC INITIATIVE #4:
STRENGTHEN FUNDING AND SUPPORT FOR RECORDS
PROGRAMS.***

Archives and records programs are traditionally under funded due to lack of public awareness and support of these programs. The budgets of local records repositories are not adequate to provide for the proper care and maintenance of historical records. The conditions in many community repositories are shameful. Records are at risk due to poor storage environments, improper handling and lack of training. The Board will encourage the legislature and local governments to increase funding for the identification, preservation and use of historical records.

Strategy 4.1: Develop awareness among New Mexico State Legislators about the role of the NMHRAB and the SRCA in decisions concerning the preservation of historical records.

Action Step 4.1.1. Support the SRCA's FY 2006 appropriation request with respect to NMHRAB funding.

Action Step 4.1.2. Develop "talking points" for Board members to use in lobbying legislators for the purpose of increasing legislative financial support.

Action Step 4.1.3. Develop legislative program for FY 2007 in coordination with the SRCA.

Strategy 4.2: Seek supplemental funding sources for the Board and its programs.

Action Step 4.2.1. Submit grant application to NHPRC.

Action Step 4.2.2. Investigate private foundation and other state and federal sources of funding.

Strategy 4.3: Encourage repositories to see supplemental sources of funding.

Action Step 4.3.2. Compile and distribute a list of possible funding sources.

Strategy 4.4: Evaluate effectiveness of projects funded by the NMHRAB.

Action Step 4.4.1. Contract consultant to evaluate effectiveness of NMHRAB re-grant program.

***STRATEGIC INITIATIVE #5:
PROMOTE LIFE-LONG LEARNING AND DOCUMENTATION OF
NEW MEXICO HISTORY.***

New Mexico will celebrate one hundred years of statehood in 2012. It is essential that the NMHRAB work with various organizations to promote a heightened awareness of the importance of New Mexico history. Historical records are cultural resources that provide documentary evidence of the heritage and culture of the people of New Mexico. The NMHRAB believes that communication among archivists, records managers, librarians, records custodians, scholars, and the public is required to develop a sense of what types of records are necessary for an adequate documentation of New Mexico's history. Discussions at the local level with various organizations and groups such as acequia associations would ensure the identification and preservation of our state's unique history. To accomplish this initiative the NMHRAB will work with various organizations, local communities, and educators to encourage the documentation of local histories and the teaching of New Mexico history in the classroom.

Strategy 5.1: Promote and support programs that increase awareness and value of New Mexico history.

Action Step 5.1.1. Support the New Mexico Endowment for the Humanities "New Mexico History Day."

Action Step 5.1.2. Participate in the New Mexico Heritage Preservation Month activities.

Action Step 5.1.3. Support statewide Archives Week activities.

Action Step 5.1.4. Develop a retrospective exhibit illustrating impact of NMHRAB funding.

Strategy 5.2: Support legislation to make teaching of New Mexico history mandatory in the elementary and secondary school curriculums.

Action Step 5.2.1. Prepare a letter from the Board in support of any relevant legislation and distribute to legislators.

Action Step 5.2.2. Testify in support of pertinent legislation.

Strategy 5.3: Promote inclusion of New Mexico history as part of the curriculum in teacher education programs.

Action Step 5.3.1. Establish partnerships with organizations providing

continuing education to teachers.

Action Step 5.3.2. Develop "talking points" for use in presentations to organizations involved in teacher education.

Strategy 5.4: Advocate expansion of documentary research and publication, of historical research in under-represented areas of New Mexico history.

Action Step 5.4.1. Identify under-represented areas of New Mexico history.

Action Step 5.4.2. Include research and publication (under-represented areas) as NMHRAB funding priorities.

Strategy 5.5: Encourage communities to document their own history.

Action Step 5.5.1. Fund through the NMHRAB re-grant program, qualified projects documenting local histories.

Action Step 5.5.2. Identify potential partners to develop and provide models for documenting local histories.

Strategy 5.6: Encourage exhibits and other activities, which promote the value of historical records.

Action Step 5.6.1. Identify success stories, which demonstrate the value of historical records.

Action Step 5.6.2. Prepare articles for publication that illustrate the value of historical records.

Action Step 5.6.3. Fund, through the NMHRAB re-grant program qualified projects that demonstrate the value of historical records.



Silver City Museum Photo Preservation Project: Women who worked as track layers at Santa Rita Copper Mine during World War II, 1945. NMHRAB Grant Project 99-01