

# FLORIDA STATE HISTORICAL RECORDS ADVISORY BOARD

## STRATEGIC PLAN 2013-2018

### GOALS, OBJECTIVES, AND STRATEGIES

#### **Goal One: Preserve the documentary history of the people of Florida.**

Florida's historical records are a resource that cannot be regained once lost. They must be preserved for the future and rescued from being irreparably damaged, destroyed or lost. Records that are in good condition can be threatened unless there is adequate disaster planning and records protection. Preservation of records in all media formats ensures the possibility of future access and protects the rights and privileges of the people of Florida.

#### **Objectives:**

- Support the development of preservation programs for historical records repositories through education, training, and funding.
- Increase public awareness and understanding of the importance of records preservation through the development and coordination of programs among Florida repositories, city, county, and other local records entities, as well as professional associations.
- Develop and support programs for the identification and protection of vital records.
- Support development of disaster preparedness plans for records.
- Foster coordination of local, state, and national initiatives related to preserving documentary history.

#### **Goal Two: Promote, support, and develop programs to manage and preserve electronic records.**

Florida government faces the challenge of managing and preserving electronic information in such a way that it is complete, reliable, and accessible. Archivists and records managers must be constantly aware of technological changes that impact the long-term preservation and accessibility of electronic records. Communication and cooperation among information management professionals, both statewide and nationally, will ensure that electronic records are available to Florida's people.

#### **Objectives:**

- The Records community will promote the use of sound principles of electronic records management throughout the life cycle of a record.

- Identify standards and best practices for management and preservation of electronic records.
- Increase the expertise of records custodians in managing and preserving electronic records.
- Increase the number of programs that adhere to standards and best practices for management and preservation of electronic records.

### **Goal Three: Enhance and increase access to Florida’s public and historical records.**

Access to public records in Florida is a state constitutional right. Floridians also have a strong interest in other types of historical records. Public and historical records are maintained by both archival and records management programs. Demand for improved access to records in all formats is strong. Floridians expect to find and locally access materials using 21st century technology.

#### **Objectives:**

- Floridians will have statewide remote access to information about the location and content of historical and current records.
- Floridians will have local access to selected documents in electronic format.
- Floridians will have onsite access to records at a physical location.
- Promote awareness of the necessity for sufficient staff to provide the constitutionally-mandated access to records at an appropriate facility.

#### **Strategies:**

- Collaborate with the Council of State Archivists (CoSA), Chief Officers of State Library Agencies (COSLA), and Florida professional organizations.
- Identify and support training opportunities that address the goals of the strategic plan.
- Support the development of educational and training programs.
- Provide access to informational resources regarding historical records preservation.
- Support and promote the development and increased availability of finding aids and other tools for accessing records.
- Make use of the Internet and social media resources to increase public awareness and understanding.
- Collaborate with and participate in statewide and national initiatives.
- Support initiatives that facilitate use of records, including electronic access.

## **Funding Priorities:**

SHRAB funding priorities are as follows:

- Access
- Preservation
- Electronic Records