

Illinois State  
Historical Records  
Advisory Board

# 2016 Strategic Plan



NATIONAL  
ARCHIVES

NATIONAL HISTORICAL  
PUBLICATIONS  
& RECORDS COMMISSION

JESSE WHITE  
SECRETARY OF STATE

*This Plan Approved by the Illinois State Historical Records Advisory Board*

*Printed by authority of the State of Illinois. June 2016 – 1 – AR D 157*



*On behalf of the Illinois State Historical Records Advisory Board, I am pleased to present our updated Strategic Plan. It is the product of careful consideration by Board members on the priorities, challenges and opportunities we face in this era of growing records and finite resources, chief among them the responsibility to make Illinois' records digitally discoverable and accessible. The Board intends for this plan to serve not only as a working document for its own efforts going forward but also as a template for cooperative and felicitous efforts by all stakeholders in preserving and protecting historical records in Illinois for generations to come. Sharing of our history, transparency and access to information is fundamental to the sustenance of our communities, civic institutions and democratic society as a whole. On behalf of the Board, I extend our thanks to the National Historical Publications and Records Commission and the Office of the Secretary of State of Illinois for their support. I also thank my fellow Board members for their hard work and service in this endeavor.*

Matthew Rutherford  
Chairman  
Illinois State Historical Records Advisory Board



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## ILLINOIS STATE HISTORICAL RECORDS ADVISORY BOARD MEMBERS

### Current Members

**Matthew Rutherford**, Chair, Curator of Genealogy and Local History, The Newberry Library

**Jenny Barker-Devine**, Professor, Department of History, Illinois College

**Neil Dahlstrom**, Manager, Corporate Archives and History, Deere & Company

**M. Alison Eisendrath**, Andrew W. Mellon Director of Collections, Chicago History Museum

**Pamela Hackbart-Dean**, Director, Special Collections Research Center, Southern Illinois University

**Valerie Harris**, Associate Special Collections Librarian, University of Illinois at Chicago

**Aaisha Haykal**, University Archivist, Chicago State University

**Janet C. Olson**, Assistant University Archivist, Northwestern University Archives

**Johanna Russ**, Senior Archival Specialist, Chicago Public Library

**Matthew M. Sebek**, FOIA Officer, Illinois Department of Central Management Services

**Martin Tuohy**, Archivist, National Museum of the American Sailor

### Ex Officio Member

**Anne Craig**, Director, Illinois State Library  
(Designated representative: Taran Ley)

### Past Members

**Dan Barringer**, Archivist, State Farm Insurance Company, Bloomington

**Morag Walsh**, Archivist, Chicago Public Library, Chicago

**Lisa Oppenheim**, Director, Chicago Metro History Education Center, Chicago

**Susan Richter**, Director, Vermilion County Museum, Danville

**Beatrice Julian**, Archivist, DuSable Museum of African American History, Chicago

### Past Ex Officio Members

**Gary Stockton**, Archivist, Abraham Lincoln Presidential Library, Springfield

**Jodi Martinez**, Deputy Director, Illinois State Library, Springfield

### With the Support of

**David A. Joens**, Director, Illinois State Archives

**Elaine Shemoney Evans**, Archivist, Illinois State Archives

**Catheryne N. Popovitch**, Archivist, Illinois State Archives

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## Illinois State Historical Records Advisory Board (ISHRAB)

The National Historical Publications Commission, a statutory body affiliated with the National Archives, was established in 1934 to make plans, estimates and recommendations for the publication of important historical documents and to work with various public and private institutions in gathering, annotating and publishing records of national historical significance. Its role was strengthened in 1964 when it was appropriated funds to make grants to state and local agencies and to nonprofit organizations and institutions for collecting, editing and publishing significant historical documents. Legislation passed in 1974 changed its name to the National Historical Publications and Records Commission (NHPRC) and added a records program to its already existing publications program. The new records program began funding grants to state and local governments, historical societies, archives, libraries and associations for the preservation, arrangement and description of historical records and for a broad range of archival training and development programs.

In 1975, the NHPRC called for the creation of state historical records advisory boards (SHRABs) to assist in its grant-making responsibilities and to promote the identification, preservation, access to and use of historical records. Illinois was one of the first five states to respond to the NHPRC's call and create a state board, known as the ISHRAB.

Since its creation, the ISHRAB has assisted the NHPRC in distributing more than \$4.7 million in grants to Illinois institutions that maintain historical records. It has also served as an advocate on issues of importance to Illinois archivists.

In 2001, the ISHRAB issued *Preserving the Records of Illinois' Past for the Benefit of the Present and the Future: A Strategic Plan Produced by the Illinois State Historical Records Advisory Board*, a long-range strategic plan. The purpose of that strategic plan was to assess how historical records in Illinois were being identified, preserved and made accessible for use and to articulate goals, objectives and actions to enhance identification, preservation and access to such records. This strategic plan serves as an update to the ISHRAB's 2001 Strategic Plan.

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# 2016 STRATEGIC PLAN

This strategic plan outlines how the ISHRAB will maximize cooperation and establish priorities among individuals, institutions and agencies concerned with the collection, preservation, access to and use of historical records in Illinois.

**GOAL ONE: PROMOTE THE IDENTIFICATION, ACQUISITION AND PRESERVATION OF HISTORICAL RECORDS IN ALL FORMATS AND REPRESENTING THE DIVERSITY OF ILLINOIS.**

**OBJECTIVE 1.1:** Promote adequate documentation of the history of all regions in the state.

- Encourage Illinois-area repositories to work together to ensure that private historical records produced in the state are identified and collected.
  - Promote the value of establishing and maintaining internal institutional archival programs at private organizations and institutions.
  - Encourage historical records repositories to adopt, implement and maintain well-defined collection policies.
  - Advise institutions about the life cycle of records, including appraisal and reappraisal.
  - Support the establishment of a public archives for Chicago and Cook County as a necessary component of any statewide
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archival program due to the size of the region and its importance to the state's and the nation's history.

**OBJECTIVE 1.2:** Ensure the physical protection and informational integrity of Illinois records, in all formats, having historical value.

- Promote knowledge of preservation procedures among records custodians by developing and/or providing internet access to information and/or guidelines concerning: a) the proper environment for and storage of records in all formats; b) disaster plans; and c) names of organizations and firms offering disaster assistance; traditional paper preservation services; copying in microform, digital and other formats; and the preservation and migration of electronic records.
- Support preservation projects for at-risk historical records.
- Ensure that state statutes reflect the fact that all state and local governmental records of enduring value, including those created, transmitted or maintained in electronic format, must remain accessible to the public.
- Promote model guidelines for the implementation of electronic records programs at private organizations and institutions in Illinois.

**GOAL TWO: PROMOTE ACCESS TO AND INCREASE USE OF HISTORICAL RECORDS IN ILLINOIS.**

**OBJECTIVE 2.1:** Encourage best practices in archival management.

- Support archival arrangement of unorganized collections and their description in finding aids conforming to widely accepted professional standards.
  - Encourage creation and use of online description and accessibility tools.
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OBJECTIVE 2.2: Increase the availability of information about historical records repositories and their collections.

- Promote, maintain and expand existing directory of Illinois' archives and historical records repositories to provide a more complete directory of repositories, organizational holdings, and links to state and national related resources.
- Encourage the reporting of descriptive information on collections to national and state bibliographic databases.

**GOAL THREE: PROMOTE KNOWLEDGE OF AND ADHERENCE TO STANDARDS OF PROFESSIONAL PRACTICE IN THE CUSTODIANSHIP OF HISTORICAL RECORDS IN ALL FORMATS.**

OBJECTIVE 3.1: Disseminate information of benefit to the Illinois historical records community.

- Work with local, regional and state organizations to convey standards to a broad audience.
- Encourage the development and expansion of continuing education opportunities for Illinois archivists and historical records curators according to professional archival standards.
- Continue publishing and distributing *For the Record* as widely as possible.
- Disseminate information on the availability of grant funds and existing funding sources for the professional care of historical records.

**GOAL FOUR: ADVOCATE FOR THE IMPORTANCE AND USEFULNESS OF HISTORICAL RECORDS.**

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OBJECTIVE 4.1: Serve in a leadership role in communicating on archival issues within the state of Illinois, including advocacy, on an ongoing basis.

OBJECTIVE 4.2: Encourage an appreciation of and the use of historical records through digitization and making the records readily available to the public.

OBJECTIVE 4.3: Promote the importance of cultural heritage sites as a way to connect with the public.

OBJECTIVE 4.4: Promote cooperation between educators and archivists to integrate archival collections into curricula for use in both the classroom and online.

**GOAL FIVE: ADVOCATE FOR ADEQUATE FUNDING FOR THE IDENTIFICATION, PRESERVATION OF AND ACCESS TO HISTORICAL RECORDS.**

OBJECTIVE 5.1: Seek funding for Illinois historical records repositories to build institutional capacity.

- Continue to apply to the National Historical Publications and Records Commission for funds to operate a regrant program in which historical records repositories can compete for funds.
  - Assist in the development of quality regrant applications by professional consultation beginning with the grant application and concluding with project completion.
  - Seek federal and state financial support for the Illinois historical records community.
  - Seek grants from national agencies and organizations to develop statewide or regional projects.
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OBJECTIVE 5.2: Seek the resources and assistance required for the ISHRAB to provide statewide leadership and support for historical records needs.

- Continue to develop and promote a public identity for the ISHRAB through publicity materials in print and social media.

OBJECTIVE 5.3: Encourage and assist individual historical records repositories to seek new revenue sources.

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## CREDITS

Office of the Illinois Secretary of State  
Springfield, IL

National Historical Publications and Records Commission (NHPRC)  
Washington, DC

Cover Photo: Illinois in 1718, approximate modern state area highlighted, from *Carte de la Louisiane et du cours du Mississippi* by Guillaume de L'Isle. Retrieved from the Library of Congress, <https://www.loc.gov/item/2001624908>. (Accessed March 25, 2016.)

For further information about the Illinois State Historical Records Advisory Board, visit the website:

<https://www.cyberdriveillinois.com/departments/archives/ISHRAB/home.html>

or contact:

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