

# NAVAL HISTORICAL COLLECTION

## STRATEGIC PLAN, FY21-23



*Prepared by Stacie Parillo  
Head Archivist  
Revised: December 2021*

## MISSION

To record the administrative and curricular activities of the College and to provide primary source material and research services in support of the College's learning, research, and teaching needs.

To carry out this mission, the NHC Archives commits to:

- Partner with other NWC departments to better educate the College community about the educational and research value of the Naval Historical Collection
- Develop ways to enhance access to collections to enable learning and research
- Work in partnership with NWC administrative and academic departments to preserve the activities and functions of the College through record-keeping
- Ensure that historical materials are preserved and stored safely
- Collaborate with fellow Navy and non-DoD archivists and records managers to share knowledge and enhance best practices
- Participate in the profession at large through conferences, board participation, or other professional activities

## VISION

The Naval Historical Collection Archives seeks to preserve the information and personal stories that address the critical issues of past and future naval warfare, joint planning at the strategic, operational, and tactical level, and the role of the U.S. Navy in the local, national, and global community.



# STRATEGIC GOAL 1: INTELLECTUAL CONTROL

## Deepen intellectual control as a method for better collection curation.

*Intellectual control is the creation of tools such as catalogs, finding aids, or other guides that enable researchers and staff to locate relevant material*

**Action 1.** Create access to hidden collections for easy researcher access by inputting any existing inventories and creating inventories for those without. *Ongoing*

**Action 2.** Create DACS (Describing Archives Content Standard) compliant finding aids for unprocessed or minimally processed collections. *Ongoing*

**Action 3.** Research and input legacy accession information into ArchivesSpace in an attempt to ascertain which collections may be on loan from NWCF. *Completed: Summer 2021*

**Action 4.** Evaluate collections for deaccessioning or disposition to free up resources.

## FY21 PROGRESS

Over 50 previously unknown collection inventories were discovered in Spring 2021 and uploaded into ArchivesSpace, creating a major leap forward in NHC's intellectual control and researcher accessibility.

Please note: these statistics do not reflect the 390 cubic feet of unprocessed material located during the collection relocation in Summer 2021. Shifts in these metrics are expected as that material is further identified when the collection is returned.



## STRATEGIC GOAL 2: COLLECTION MANAGEMENT

**Ensure the safe relocation of the NHC Archives collection to a secure storage facility in preparation of Mahan Hall's renovation.**

**Action 1.** Physically secure collections by boxing loose material, labeling containers, and assigning barcodes.

*Completed: Summer, 2021*

**Action 2.** Intellectually secure collections by fleshing out metadata, completing collection-wide inventories, and recording locations. *Completed: FY20*

**Action 3.** Source a NARA-compliant vendor for move and storage. *Completed: Spring, 2021*

**Action 4.** Supervise move to ensure collection's safety and verifying chain of custody. *Completed: Summer, 2021*

## FY21 ACCOMPLISHMENTS

- Relocated all collections into a NARA-approved storage facility for safekeeping during Mahan Hall renovation.
- Completed a collection-wide inventory, including 390 cubic feet of previously untracked unprocessed material.
- Secured 1500 sq. feet of annexed space to store and process the Naval Torpedo Station records, a collection unavailable to researchers since its accession in 1984.
- Partnered with NWC Foundation to complete inventory of all NHC accessions, loans, and deposits, digitizing documentation to provide clearer sightlines of provenance, custody, and ownership.





## STRATEGIC GOAL 3: ACCESS AND OUTREACH

**Reinforce the Archives' role in supporting the College's core mission and demonstrate its ability to integrate into the curriculum across disciplines.**

**Action 1.** Contribute to College-wide publications. *Ongoing*

**Action 2.** Develop greater visibility with the academic community by presenting at student orientation and creating a presence on Blackboard. *Completed: Fall, 2021*

**Action 3.** Collaborate with the Eccles' library for integration with the library's new discovery service, Primo, streamlining the College's access points for research material. *Completed: Fall, 2021*

**Action 4.** Engage with PAO to create any new avenues to raise awareness of NHC's research value and services.

**Action 5.** When appropriate, seek documentary evidence of underrepresented communities and subjects in current holdings for a more inclusive and diverse archives. *Ongoing*

## FY21 ACCOMPLISHMENTS

- Accepted papers of the US military's highest ranking transgender officer, marking NHC's commitment to diversity and inclusionary storytelling.
- Archival assets integrated with Library resources via Primo.
- Presented at all student orientations as a singular resource, not embedded in another program or department.



## STRATEGIC GOAL 4: RECORDS MANAGEMENT

### Lead the College into DON records management compliance.

**Action 1.** Publish command instruction to promote local implementation of DON RM program (SECNAVINST 5210.8F). *Completed: Winter, 2021*

**Action 2.** Identify and coordinate with records custodians (RCs) in offices/departments across the College to perform a command records inventory.

**Action 3.** Generate command file plan derived from records inventory and agency records schedule.

**Action 4.** Propose Capstone Email retention program to be integrated with file plan.

**Action 5.** Coordinate with AA/DRMD and CIO/IRD to implement command's use of DON TRACKER Electronic Records Manager for both unstructured records and Capstone email records.

## FY21 ACCOMPLISHMENTS

- Completed white paper regarding NWC's compliance in regards to mandated records management activities.
- Submitted NAVWARCOLINST 5212.2 - RECORDS MANAGEMENT PROGRAM, detailing the building blocks of a formal RM program for all College departments.
- Identified legal vulnerability in NHC's tradition of diverging from Navy Records Manual retention standards; working with SJA, General Counsel and DON/AA DRMD to provide a lawful and permanent solution.

