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.

100%

of collections have at minimum, abstracts and locations recorded in ArchivesSpace.

"I know a little bit about everything."

35.2%

of collections have no discovery tool.

These collections are hidden to staff and researchers.

"I'm aware of it, but I can't tell you anything about it."

13 pts since FY20

1.5%

of collections have inventories ready to be uploaded.

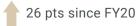
"This isn't online yet. For now, I can only send it to you in an email."

12 pts since FY20

63%

of collections have detailed inventories in ArchivesSpace.

Content is fully open for researcher access & use.



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

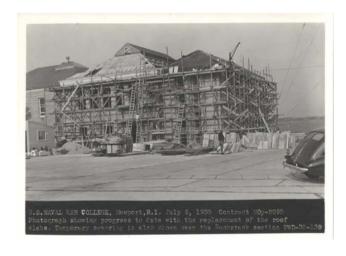
Action 2. Intellectually secure collections by fleshing out metadata, completing collection-wide inventories, and recording locations. *Completed:* FY20

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 NARAapproved 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.

