

NAVAL WAR COLLEGE ARCHIVES

STRATEGIC PLAN AND ANNUAL REPORT, FY21-23



U. S. S. PENSACOLA
Long Beach,
14 Apr

Admiral,

Your delightful letter of
This week end has been read
with the greatest interest. I
ever appreciative in this case
realize the sacrifice of your time
and necessary to write me
thing on my end of the line
shape. Your schedule could
been planned more convenient

arrived a week ago today to
in good health and spirits
looking very beautiful! We
excited at the prospect of
you again. Each one of them
a definite personal interest
They have instructed me
with their love to Mrs Hyde

MISSION

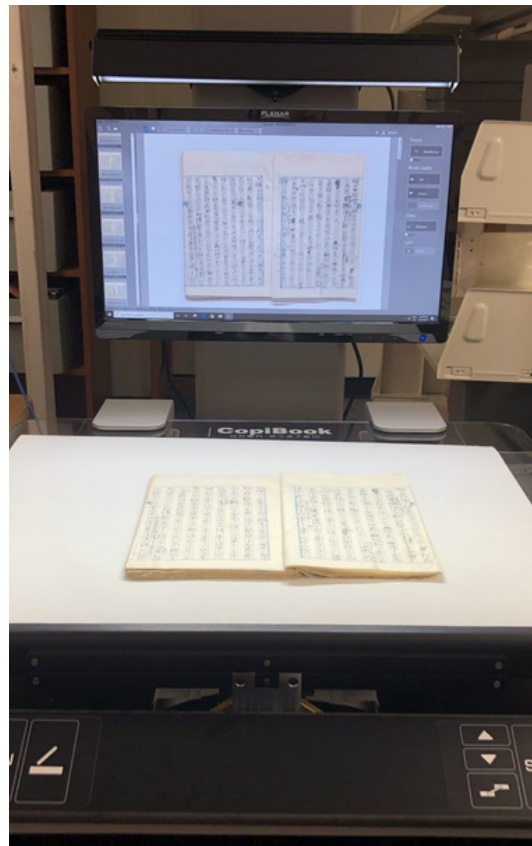
To record the administrative and curricular activities of the College and to provide primary source material and research services in support of the College's learning, research, and teaching needs.

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

- Partner with other NWC departments to better educate the College community about the educational and research value of the archival 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 War College 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.

NWC finding aids are [available online](#).

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*

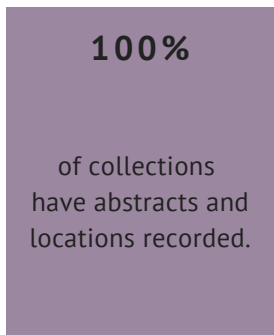
Action 3. Research and input legacy accession information into ArchivesSpace in an attempt to ascertain which collections may be on loan from NWCF. *Completed: Summer 2021*

Action 4. Evaluate collections for deaccessioning or disposition to free up resources. *Started: Spring 2022*

FY22 IC PROGRESS

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

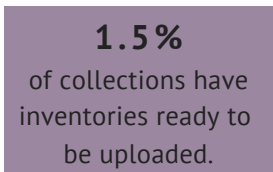
These metrics do not reflect the 390 cubic feet of **unprocessed** material located during the collection relocation, 450 cu. ft. of **classified** holdings, or **newly acquired** collections. Shifts in these metrics are expected.



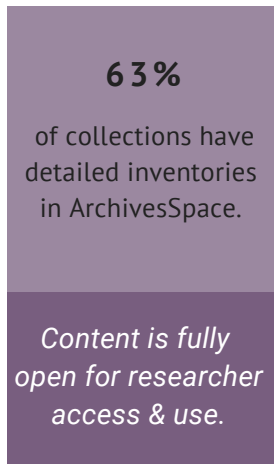
"I know a little bit about everything."



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



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



STRATEGIC GOAL 2: COLLECTION MANAGEMENT

Ensure the safe relocation of the 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*

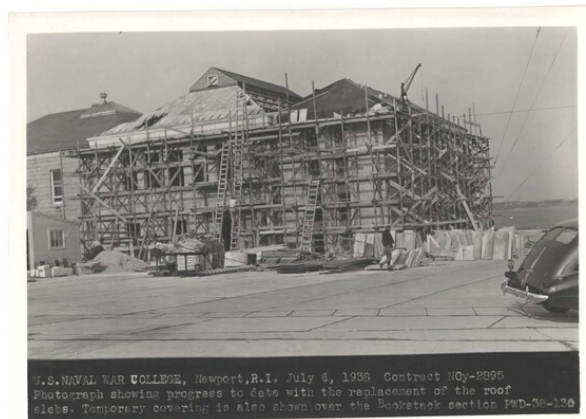
Action 2. Intellectually secure collections by enhancing metadata, completing collection-wide inventories, and recording locations. *Completed: Summer 2021*

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

Action 4. Ensure the renovated Mahan Hall has proper physical security to maintain the collections' safety and protection from theft or damage. *Ongoing*

FY22 ACCOMPLISHMENTS

- Completed 2 collection retrievals for researcher access in temporary Reading Room, accommodating 17 scholars viewing over 80 linear feet of archival materials.
- Worked with PAO's web team to develop a [digital exhibit of arranging the Torpedo Station records, 1883-1957](#). The site provides updates on the project's progress and displays interesting discoveries in real-time for researchers.
- Partnered with the NWC Foundation to secure a National Endowment for the Humanities (NEH) grant. This project is part of a larger effort to identify and appropriately handle NWCF-owned collections cared for by NWC. This project's deliverables are a full inventory of the NWC Archives' collection, a list of items owned by the NWCF, and a reappraisal of those materials against current collection development policy to confirm scope fit. It's estimated that more than 70% of the Archives' manuscript collection is NWCF-owned.



STRATEGIC GOAL 3: ACCESS AND OUTREACH

Amplify the Archives' support of the College's main lines of effort and integrate archival resources 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 the Archives' research value and services. *Ongoing*

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

FY22 ACCOMPLISHMENTS

- Led a digital and physical exhibits for the 80th commemoration of the Battle of Midway, including a 40-day social media campaign, a [scholarly driven digital exhibit](#), and an [in-person commemoration ceremony](#).
- Codified an embedded archivist model with the Graduate Certificate of Maritime History. Archivists provided workshops on research best practices, as well as one-on-one student research consultations.
- The Archives Director, Stacie Parillo, began a collaboration with Dr. Amanda Rosen investigating the link between primary source research and critical thinking skill development. The project design and preliminary findings were presented at two Scholarship of Teaching and Learning (SOTL) conferences, including one focused on PME.



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. *Started: January 2022*

Action 3. Generate command file plan derived from records inventory and agency records schedule. *Started: January 2022*

Action 4. Propose Capstone Email retention program to be integrated with file plan. *Completed: Fall 2022*

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

FY22 ACCOMPLISHMENTS

- 15% of College departments have Records Custodians. 4% of College's file plan is complete.
- Completed inventory of Archives' Classified holdings.
- Hosted visit by DON/AA to carry out a declassification project of classified archival holdings.
- Submitted approved CAPSTONE officials to NARA and DON/AA for implementation.

