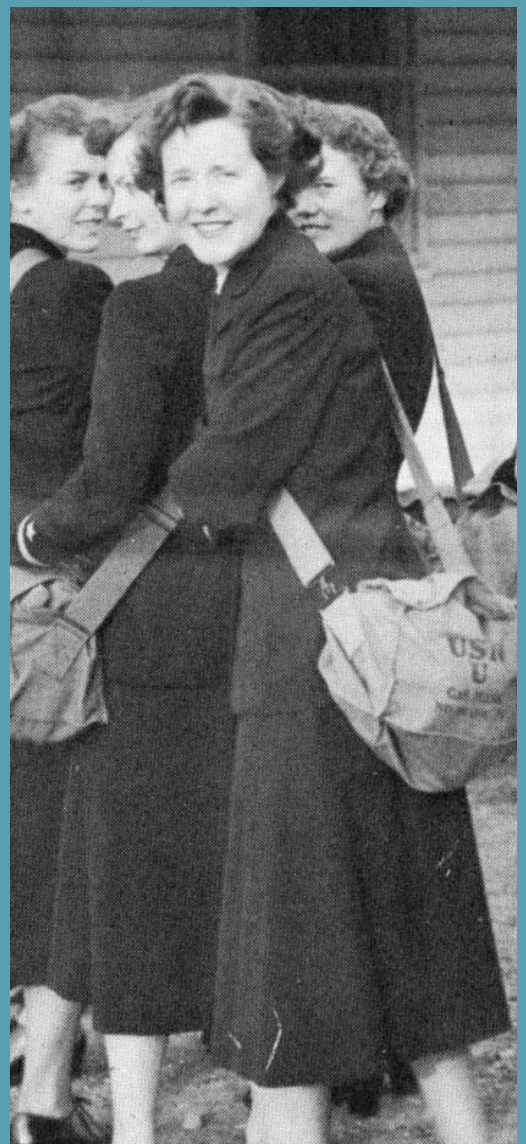


NAVAL HISTORICAL COLLECTION ARCHIVES STRATEGIC PLAN FY21-23



*Prepared by Stacie Parillo
Head Archivist
December 2020*

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: 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

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

Action 3. Source a NARA-compliant vendor for move and storage

Action 4. Supervise move to ensure collection's safety and verifying chain of custody

FY19-20 ACCOMPLISHMENTS

- Ability to search across NHC Archives collections using one access point
- Improved references for provenance and chain of custody verification
- Established Collections Committee with NWC Museum colleagues for more strategic and thoughtful collection development



STRATEGIC GOAL 2: 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, such as Wavetops, once per quarter

Action 2. Develop greater visibility with the academic community by presenting at student orientation and creating a presence on Blackboard

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

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

FY19-20 ACCOMPLISHMENTS

- Creation of online searchable platform for collections
- Collaboration with Eccles Library to catalog rare books
- Employed a digital storage platform to make research materials available for download online & preserve born-digital collections



STRATEGIC GOAL 3: 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

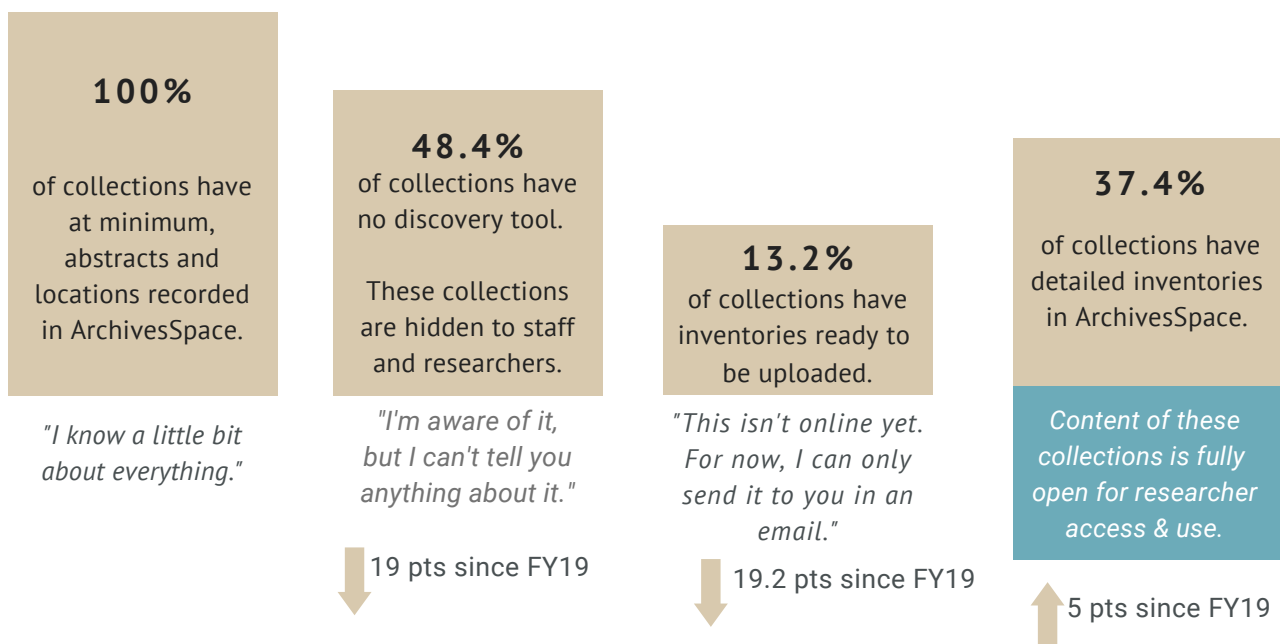
Action 2. Create DACS (Describing Archives Content Standard) compliant finding aids for unprocessed or minimally processed collections

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

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

FY20 PROGRESS

as of December 14, 2020



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)

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

FY19-20 ACCOMPLISHMENTS

- Onboarding of Command Records Manager to create a DON compliant program
- Identified areas of non-compliance and prioritized required deliverables

