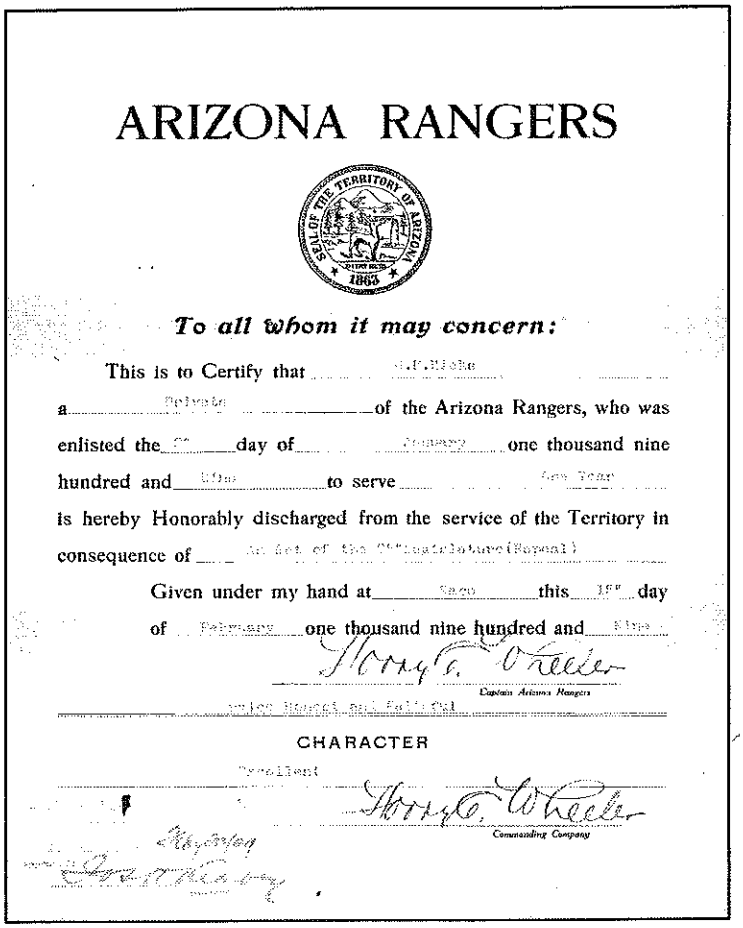
Protecting Arizona's Documentary Heritage

Action Plan 2008-2012



ARIZONA RANGERS

To all whom it may concern:

This is to Certify that [illegible]

a [illegible] of the Arizona Rangers, who was enlisted the [illegible] day of [illegible] one thousand nine hundred and [illegible] to serve [illegible]

is hereby Honorably discharged from the service of the Territory in consequence of [illegible]

Given under my hand at [illegible] this [illegible] day of [illegible] one thousand nine hundred and [illegible]

Harry C. Wheeler
Captain Arizona Rangers

[illegible]

CHARACTER

Excellent

Harry C. Wheeler
Commanding Company

[illegible]

ARIZONA HISTORICAL RECORDS ADVISORY BOARD

ARIZONA HISTORICAL RECORDS ADVISORY BOARD

Marsha Bonham
Cochise County Treasurer

Chuck Chlarson
Records Manager
Mohave County

Dr. Catherine Kaplan
History Department
Arizona State University

Stewart B. Koyiyumptewa
Hopi Cultural Preservation Office

Denise I. Lundin
Clerk of the Superior Court
Cochise County

Elaine Peters
Museum & Archives
AK-CHIN HIM DAK ECO

Peter Runge
Manuscripts and Digital Content
Curator
Cline Library
Northern Arizona University

Rob Spindler
Department Head
Archives and Manuscripts
University Libraries
Arizona State University

The Honorable Roberta Voss, Chair
2008-

GladysAnn Wells, State Coordinator
Director, Arizona State Library,
Archives and Public Records

Dr. Anne Woosley
Executive Director
Arizona Historical Society

Photo Credits: Photographs in this report are from Arizona Historical Records Advisory Board and National Historical Publications and Records Commission grant recipients.

Cover Document: RG 42 Arizona Rangers. Discharge of Private C.F. Hicks, February 15, 1909. History and Archives Division, Arizona State Library, Archives and Public Records

For information on AHRAB and its activities:

Arizona State Library, Archives and Public Records
1700 W. Washington Street, Room 200
Phoenix, AZ 85007
602.926.4035
http://www.lib.az.us/about/hrab.cfm

Protecting Arizona's Documentary Heritage

Arizona Historical Records Advisory Board
Action Plan 2008-1212

September 15, 2008

ARIZONA HISTORICAL RECORDS ADVISORY BOARD

In 2008 the Arizona Historical Records Advisory Board (AHRAB) engaged in a strategic planning exercise to evaluate and refresh its 2005-2007 long range plan, *Protecting Arizona's Documentary Heritage*. It prepared this action plan for 2008-2012 to provide assistance to the historical records community: those institutions, organizations and individuals that create, keep and use records.

AHRAB is one of fifty-five organizations in the states and territories of the U. S. which act in affiliation with the National Historical Publications and Records Commission (NHPRC). Statutes that define AHRAB responsibilities are located in A.R.S.41-1355. They direct the Board to serve as the central advisory board for historical records planning and for NHPRC funded projects developed and carried our in Arizona. The Board acts as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state and to provide state-level review for proposals to the Commission's grant program. AHRAB's thirteen members are appointed by the State Coordinator and represent all facets of Arizona's historical records community.

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISION

The NHPRC, established in 1934, is the principal federal funding agency whose only focus is the documentary heritage of the United States. It makes grants to preserve, publish and provide access to vital historical documents. NHPRC is the outreach arm of the National Archives and Records Administration.

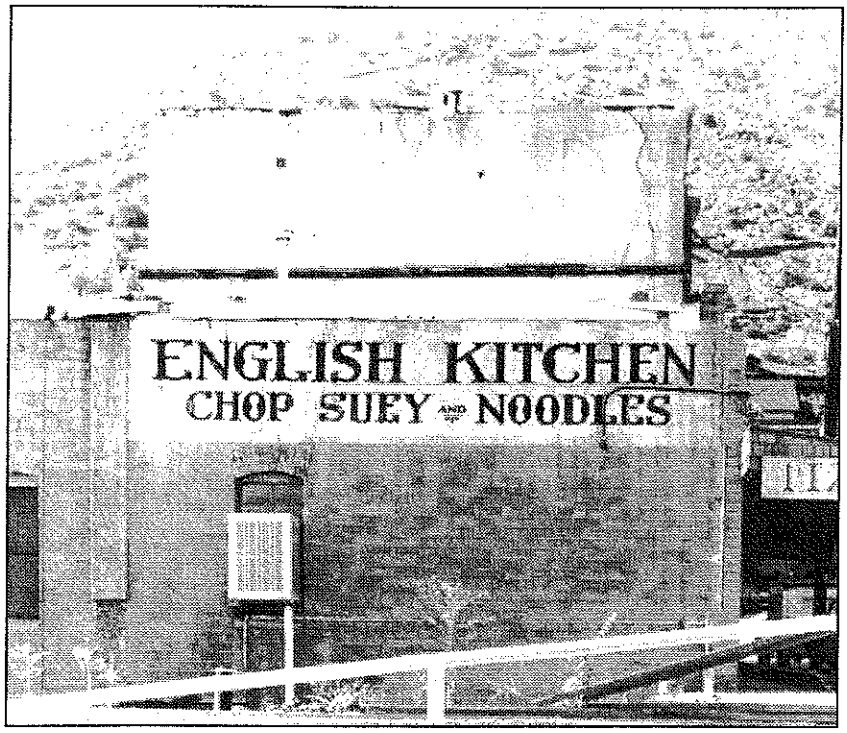
AHRAB-NHPRC PARTNERSHIP.

Grant funds from the NHPRC and administrative assistance from the Arizona State Library, Archives and Public Records supported this planning.

HISTORICAL RECORDS

Historical records are unique and irreplaceable. They are among the most important resources belonging to the people of Arizona. They form a crucial part of our lives and support current and future planning and decision-making. These records offer insight into our lives, communities, economy, culture, and politics.

Preserving these materials and making them accessible is an ongoing challenge. Whether paper, photograph, recording, or electronic, each record has its own special preservation needs. Addressing these tasks is the work of historians, archivists, public officials, genealogists, and others whose work depends on these records. It is this challenge that the Arizona Historical Records Advisory Board embraces.



English Kitchen Restaurant, Jerome Arizona. Jerome Historical Society

VISION STATEMENT

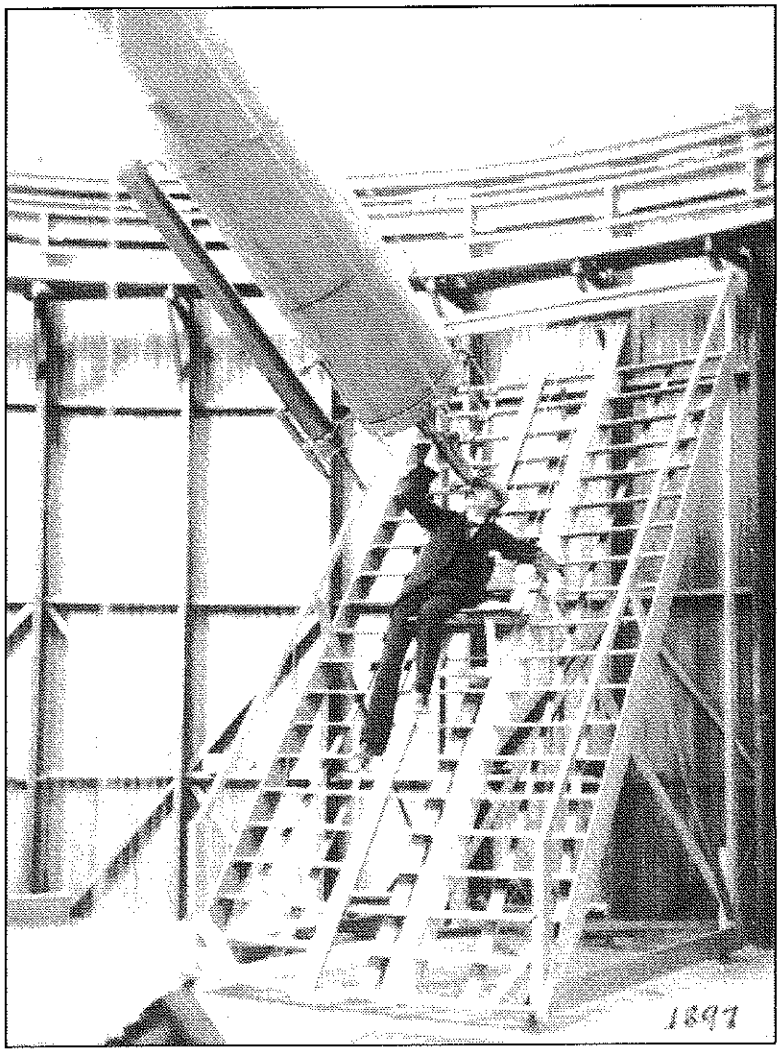
AHRAB envisions a future Arizona in which:

- The state's historical record, including that of its diverse populations, is preserved and accessible
- Arizonans are aware of their heritage
- Government and community leaders recognize the importance of and contribute to the preservation of historical records
- Arizonans encounter historical records and ideas in preparation for the 2012 Centennial

MISSION STATEMENT

The Arizona Historical Records Advisory Board:

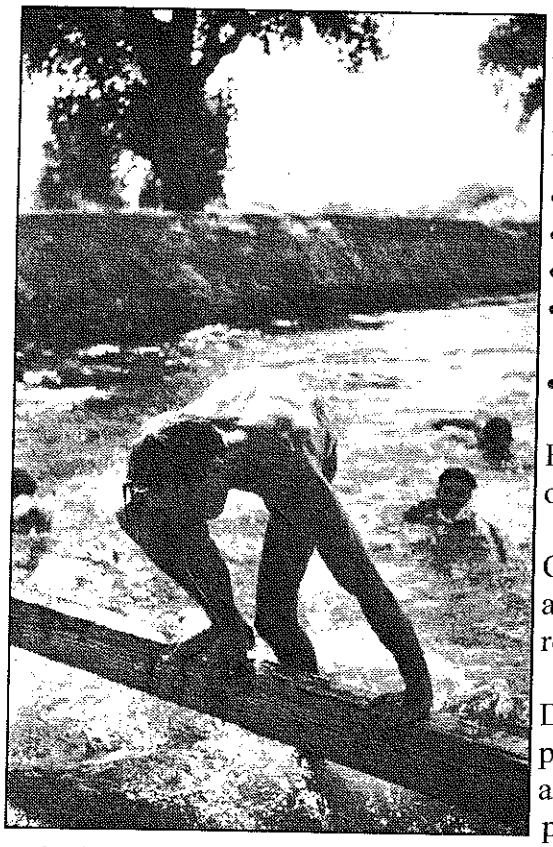
- Serves a leadership role in the preservation, promotion and access to Arizona's historical heritage.
- Promotes awareness of historically valuable records through education and training
- Fosters and supports the preservation, access, and use of historical records
- Partners with other organizations and institutions involved in preservation of Arizona's documentary heritage
- Collaborates with other State organizations on the 2012 Centennial as appropriate
- Facilitates the collaboration of archival organizations to assist in the collection of materials in under-documented communities
- Assists under-served communities with the process, management and structure to expand and make accessible their historical materials and quality of programs
- Broadens the impact and visibility of the historical records community



Percival Lowell at the 24 inch telescope. Lowell Observatory Archives

THE HISTORICAL RECORDS COMMUNITY

AHRAB accomplishes its plans through coordination and dissemination of information to the historical records community, which includes organizations and individuals in Arizona who preserve, promote, and provide access to records and archives; allied cultural preservation organizations and groups; and, citizens of Arizona.



Civilian Conservation Corp. workers in the Grand Canal, ca1936. Pueblo Grande Museum

V. ROLE OF THE ARIZONA HISTORICAL RECORDS ADVISORY BOARD

A. Design and implement a program to promote the value of:

- Preservation, access and use of historical records
- Archival and museum programs and functions
- The NHPRC grant program and AHRAB
- Collaborations among historical records custodians and organizations
- Strategic planning on a statewide scale

B. Actively communicate the value and importance of records to policy makers and resource allocators

C. Monitor and proactively communicate with state and federal officials regarding legislation affecting records and archival issues.

D. Facilitate creative uses of historical records in projects and programs that heighten public awareness and facilitate specialized research in preparation for the Arizona Centennial in 2012

E. Proactively serve as a resource and be available to advise the Centennial organizations

Civic and business leaders performing a charity burlesque in Winslow, Arizona. Old Trails Museum.

STRATEGIC PLAN

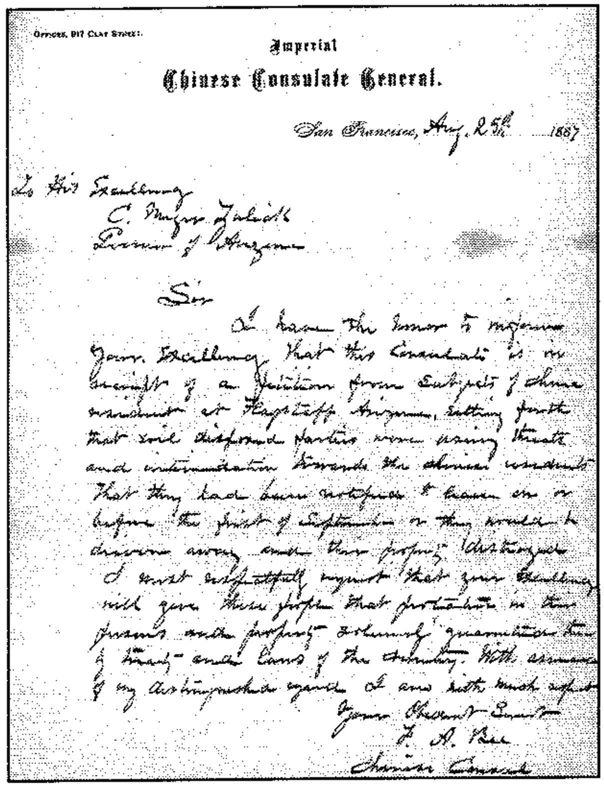
Goal: ACCESS

Improve the skill level of professionals and non-professionals who have custody of historical materials. Increase visibility and knowledge of historical materials amongst audiences through development of shared internet resources.

Objectives:

1. Seek external funding to support continuing education directed at those individuals with custody of historical materials and demonstrated need for collections management training.

2. Facilitate development of collaborative information systems and implementation of descriptive standards for professionals.



Offices, 817 Clay Street.

Imperial
Chinese Consulate General.

San Francisco, Aug. 25th 1887

To His Excellency
C. Meyer Zulick
Governor of Arizona

Sir

I have the honor to inform Your Excellency that this Consulate is in receipt of a petition from Subjects of China resident at Flagstaff Arizona, setting forth that evil disposed parties were using threats and intimidation towards the Chinese residents that they had been notified to leave on or before the first of September or they would be driven away and their property destroyed. I most respectfully request that your Excellency will give these people that protection in their persons and property solemnly guaranteed them by treaty and laws of the country. With assurance of my distinguished regard I am with much respect

Your Obedient Servant
F. A. Bee
Chinese Consul

Letter to Governor Zulick from Chinese Consulate, 1887. Arizona State Archives

3. Update and expand the *Arizona Cultural Inventory Project*, a particularly valuable resource that presents information about the broad spectrum of institutions that possess historical records of enduring value.

4. Seek re-grant from NHPRC to fund institutional grant projects

5. Establish and promote an archival portal that provides links to existing online resources including:
   - *Arizona Cultural Inventory Project*
   - *Arizona Archives Online*
   - *Yavapai Heritage Roundup*
   - *Colorado Plateau Digital Archives*
   - *The Arizona Memory Project*
   - *Arizona Centennial*
   - Websites of allied Arizona organizations such as the coordinating committee for History in Arizona, the Museum Association of Arizona and the Arizona Paper and Photograph Conservation Group
   - Archival and museum events
   - A master calendar of training opportunities provided by Arizona organizations and institutions

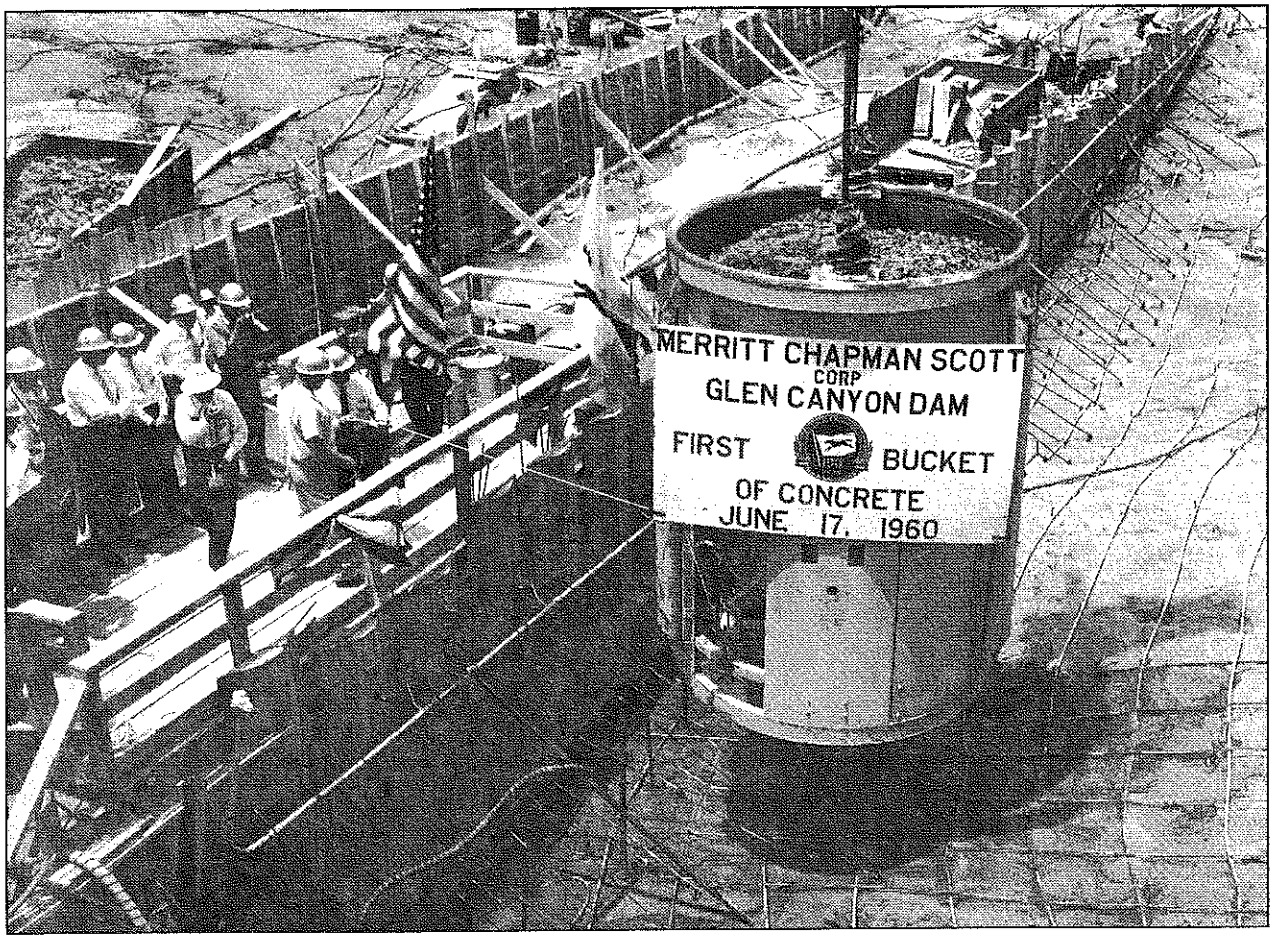
6. Facilitate and support participation of Arizona repositories in the Arizona Memory Project , a statewide digitization initiative

7. Continue to promote and publicize the preservation and access to electronic records of state and local governments

8. Continue to promote and publicize the preservation and access to electronic records of state and local governments

9. Support additional efforts to seek external funding to expand *Arizona Archives Online*

10. Support the best professional practices for culturally sensitive care and use of Native American archival material and evaluate the Protocols for Native American Archival Materials as they apply to the Indigenous peoples of Arizona



First bucket of concrete being added to the Glen Canyon Dam, 1960. John Wesley Powell Museum.

Goal: PRESERVATION

Ensure the continued accessibility and survival of historical material, especially vital records, through increased conservation work, collaborative preservation planning, disaster preparedness and staff training and public education.

July 4 Celebration in Kingman, 1906. Mohave Museum of History & Arts.

Objectives:

1. Offer preservation workshops and seminars to organizations and individuals with custody of archives and public records.

2. Support the statewide initiative for emergency and disaster recovery training for records of state and local governments.

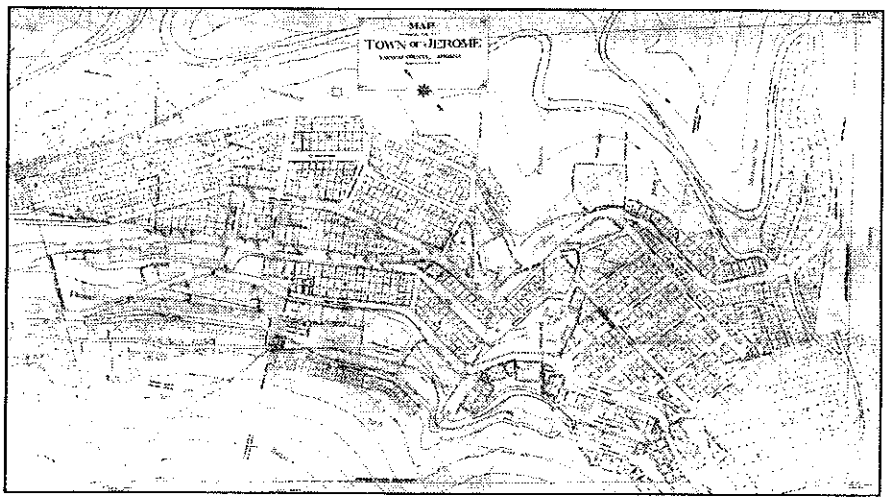
3. Using the directory information found in the updated *Arizona Cultural Inventory Project*, conduct a statewide preservation assessment survey to identify existing conditions and specific facilities and training needs of records repositories across the state.

4. Using the institutional collecting policies located in the *Arizona Cultural Inventory Project*, to identify undocumented or under-documented subjects and seek institutions willing to collect in those areas to be explored at the planned Arizona Archives Summit

5. Define and explain to the public and records custodians the significance of vital and historical records.

6. Support continued microfilming and digitization of Arizona newspapers.

7. Designate eligible landmark court cases for preservation under the Arizona Supreme Court's record retention and disposition schedule



Map of the Town of Jerome, Arizona. Arizona State Archives.

Alice Meitzler and friends in front of the Verde Pipeline, ca1920. Phoenix Museum of History

GOAL: PROMOTION

Increase visibility of historical records community through preparation for Arizona's Centennial, regularly scheduled events, and continuing contacts with popular media, the press and the citizens of Arizona.

1. Support public programs that champion preservation, access and use of historical records such as:
    - The Arizona Convocation
    - Arizona Archives Month
    - National History Day
    - Arizona History Convention
    - Statewide Historic Preservation Partnership Conference
    - History on the Mall

2. Cooperate with others in developing a marketing plan to promote resources available at the Polly Rosenbaum State Archives and History Building.

3. Create and have available a press kit for general use. Develop and distribute Annual Arizona Archives Month press release and facilitate distribution of similar press releases to local media

4. Seek funding, and if successful, develop a brochure highlighting the archival collections of historical records that support and celebrate the Arizona Centennial. . The brochure could be distributed to repositories of historical and cultural heritage.

5. Update AHRAB website to reflect current goals and programs.

GOAL: EDUCATION

Increase the education and understanding of the value of historical records with the general population, all educational levels, and political figures.

1. Increase the promotional efforts of Archives Month across the state.

2. Develop educational programs for archivist so they can education their varying constituencies about the value and importance of historical records.

3. Develop a "featured collection/repository" on the Arizona State Library, Archives and Public Records site that rotates on a weekly or monthly. This feature would help to proactively raise awareness of Arizona's rich array of repositories and collections of historical and cultural heritage. Seek additional funding

4. Hire an itinerant archivist/educator that would travel to schools, historical societies, state-wide conferences, and repositories educating people about the value and importance of historical records.

VI. *DESIRED OUTCOMES*

- Increased grant proposals to AHRAB and NHPRC. Increase grant proposals from new applicants

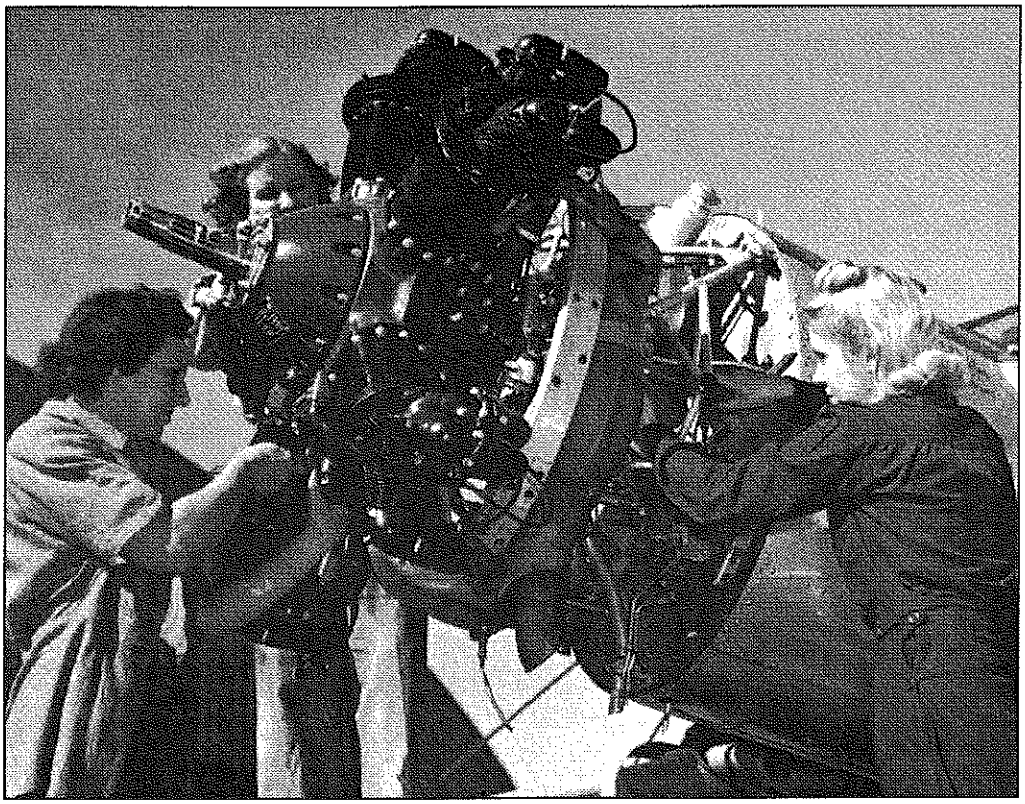
- High level of commitment by Board members:

    - each member shall be responsible for specific action plan items;
    - members shall participate in scheduled events
    - members shall be actively involved in review of grant proposals
    - members shall attend and participate in scheduled Board meetings
    - members shall collaborate with one or more organizations for projects relating to the selection and preservation of records

Sam Spitalny in his downtown Phoenix grocery store, 1919. Arizona Jewish Historical Society

- Increased understanding of the problems of preserving electronic records of archival value and increased capacity of archival programs to acquire and preserve electronic records.

- Develop a greater awareness of the value of historical records and issues related to their preservation and use.
- Promote the increased use of historical records at all educational levels and by the general public.
- Increased attendance at public events sponsored by the historical records and cultural preservation communities
- Increased Internet accessibility to historical and cultural materials
- Increased public awareness through media access



Female mechanics at Ryan School of Aeronautics, 1943.
#73656, Arizona Historical Society-Southern Division