

# The People

**Preserving the Records of Illinois' Past  
for the Benefit of the Present and the Future**

**A Strategic Plan Produced by the  
Illinois State Historical Records Advisory Board**

of the Illinois Territory, having the right of admission in  
to the general government as a member of the union, consist-  
ent with the constitution of the United States, the ordinance  
of Congress of 1809, the act of Congress, approved April  
18th, 1818, entitled "An act to enable the people of the Illinois  
Territory to form a constitution and State Government, and  
for the admission of such state into the union on an equal  
footing with the original states and for other purposes," in or-  
der to establish justice, promote the welfare and secure the bless-  
ings of liberty to themselves and their posterity, Do by their  
representatives in convention Ordain & Establish the following

## Constitution,

or Form of Government, and do mutually agree with each other to  
form themselves into a free and independent state by the name of the

## State of Illinois.

And they do hereby certify the same as required to such state by  
the act of Congress aforesaid, which are as follows, to wit: \_\_\_\_\_  
Beginning with the year 1818

## **Members of the Illinois State Historical Records Advisory Board**

Patrick M. Quinn, University Archivist, Northwestern University, Evanston, Chair

Martha T. Briggs, Associate Curator of Modern Manuscripts, The Newberry Library, Chicago

Dr. Stephen Kerber, University Archivist, Southern Illinois University at Edwardsville

David V. Koch, Curator of Special Collections, Southern Illinois University at Carbondale

William J. Maher, University Archivist, University of Illinois at Urbana-Champaign

Dr. Dominic A. Pacyga, Professor of History, Columbia College, Chicago

Dr. Leslie J. Reagan, Professor of History, University of Illinois at Urbana-Champaign

Joan Ritter, Member, Illinois Local Records Commission; Mayor, City of Lincoln

Diane M. Ryan, Information Services Coordinator, Chicago Historical Society

Robert Schwarz, Member, Illinois State Records Commission; Illinois Department  
of Central Management Services, Springfield

Becky Haglund Tousey, Archives Manager, Kraft Foods, Inc., Morton Grove

Elisabeth Wittman, Director for Archives and Chief Archivist, Evangelical Lutheran  
Church in America, Chicago

### **Ex-Officio Members**

Dr. Thomas F. Schwartz, State Historian, Illinois Historic Preservation Agency, Springfield  
(Designated representative: Gary T. Stockton)

Jean Wilkins, Director, Illinois State Library, Springfield  
(Designated representative: Dr. Jodi N. Martinez)

### **With the support of**

Dr. John Daly, Director, Illinois State Archives, Springfield

Robert Bailey, Illinois State Archives

Mark Sorensen, Illinois State Archives

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Illinois State Historical Records Advisory Board*

**Illinois State Historical Records Advisory Board**

**Springfield, Illinois**

**2001**

Illinois State Historical Records Advisory Board

Illinois State Archives

Margaret Cross Norton Building

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<http://www.cyberdriveillinois.com/departments/archives/ISHRAB/home.html>

# Preserving the Records of Illinois' Past for the Benefit of the Present and the Future

A Strategic Plan Produced by the  
Illinois State Historical Records Advisory Board

[http://www.cyberdriveillinois.com/departments/archives/ishrab/  
ishrab.html](http://www.cyberdriveillinois.com/departments/archives/ishrab/ishrab.html)

**This strategic plan for preserving historical records in Illinois and making them available for the widest use was funded by a grant from the National Historical Publications and Records Commission (NHPRC) and supported by the Illinois State Archives and the Illinois Secretary of State, Jesse White.**

## Purpose of the Strategic Plan

The purpose of this strategic plan is to assess how historical records in Illinois are currently being identified, preserved and made accessible for use and to articulate goals, objectives and actions that will enhance identification, preservation and access to such records.

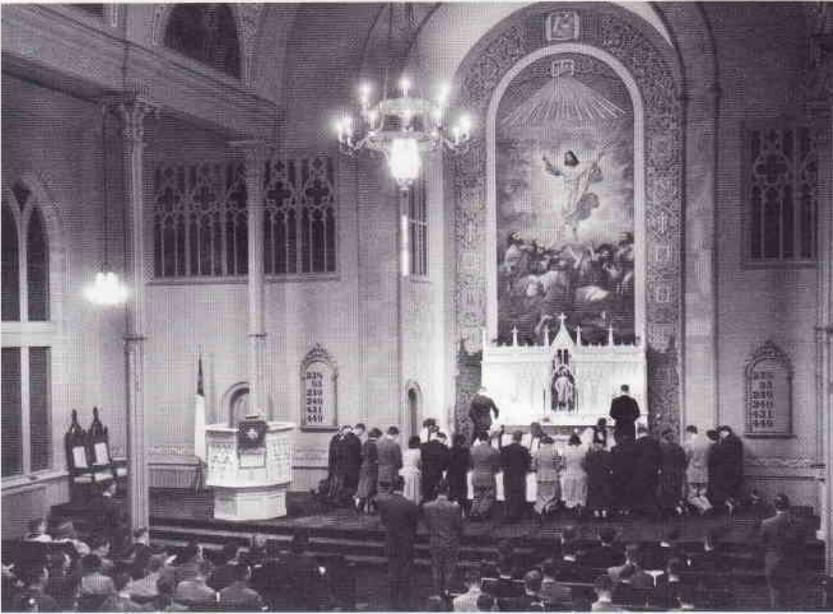
**The Illinois State Historical Records Advisory Board (ISHRAB)** is, by agreement between the Governor and the Secretary of State, coterminous with the membership of the Illinois State Archives Advisory Board, authorized by section 22a of the State Records Act (5 ILCS 160). Members are listed inside the front cover of this document.



*ILLIAC Computer, ca. 1950, Urbana  
University Archives, University of Illinois at Urbana-Champaign*

## Mission

The Illinois State Historical Records Advisory Board promotes the identification, preservation, access to and use of historical records in Illinois. It advocates and encourages professional custodianship and cooperation in the recordkeeping community in order to ensure citizens' access to records and the preservation of their cultural and historical heritage.



*First Lutheran Church, ca. 1960, Moline Archives, Evangelical Lutheran Church in America*

## Vision

Within three years the Illinois State Historical Records Advisory Board will have become a supported entity of the Illinois State Archives through legislative mandate. As such, it will promote professional practice in the creation, care of and access to historical documents in the public and private sectors of Illinois through education, advocacy and financial and staff assistance.

## Methodology of the Plan

### **The Illinois State Historical Records Advisory Board in 1999-2000:**

- Reviewed strategic plans produced by fifteen other state historical records advisory boards.
- Engaged the consultant services of Maynard Brichford, University Archivist *emeritus* of the University of Illinois at Urbana-Champaign, and Fellow and Past President of the Society of American Archivists. Mr. Brichford prepared an assessment of the status of historical records in Illinois with recommendations for improving their preservation and enhancing access to them. His report can be found on the Internet at: <http://www.cyberdriveillinois.com/departments/archives/ishrab/ishrrept.html>.

- Analyzed the results of the 1996 survey of archival repositories in Illinois conducted by the Illinois State Historical Records Advisory Board for the Council of State Historical Records Coordinators.
- Reviewed the 1982 “Survey and Assessment Report” on the archival situation in Illinois produced by the Illinois State Historical Records Advisory Board.
- Held four meetings with Marilyn Foster Kirk, Associate Director/Chief Operating Officer, Institute for Health Services Research and Policy Studies, Northwestern University, as its contracted strategic planning facilitator to create and discuss this strategic plan.
- Conferred with allied organizations to obtain comments on the draft plan and conducted five public meetings to gain input on the draft strategic plan from interested members of the general public in Illinois. These were held on May 24 in Chicago, September 21 in Springfield, October 12 in Carbondale, October 24 in Chicago, and October 27 in Mundelein, all in the year 2000.
- Following revision of the strategic plan to address issues which arose in the public meetings, the Board adopted the plan on February 16, 2001. The Board will be responsible for monitoring the plan’s progress and will conduct annual reviews and report progress to the interested public.



*Student Protesters , 1970, Carbondale  
University Archives, Southern Illinois University at Carbondale*

## What are Historical Records?

All organizations, institutions and individuals create records simply in the process of doing their day-to-day activities. Such organizations and institutions include governmental agencies, businesses, churches, synagogues and other religious bodies, colleges, universities and other educational institutions, labor unions and a broad array of other cultural, social, political and economic organizations and institutions. Individuals include ordinary citizens as well as distinguished or prominent persons.

Records created by individuals, institutions and organizations in the course of their everyday activities may contain information or evidence that has value for future generations. If so, these records are considered to be historical records. As such they



*Northwestern University Class of 1880, Evanston  
University Archives, Northwestern University*

deserve to be preserved in an archival repository and made accessible for use both today and in the future by government officials, historians, attorneys, genealogists, students, journalists and members of the general public.

Historical records have many formats—they may be paper-based textual records such as letters, diaries, memoranda and financial records; they may be audio and visual records such as magnetic tapes, CDs, photographs, and motion picture films; or they may be generated by computers in electronic formats and stored on magnetic disks, tapes, cartridges or CDs.

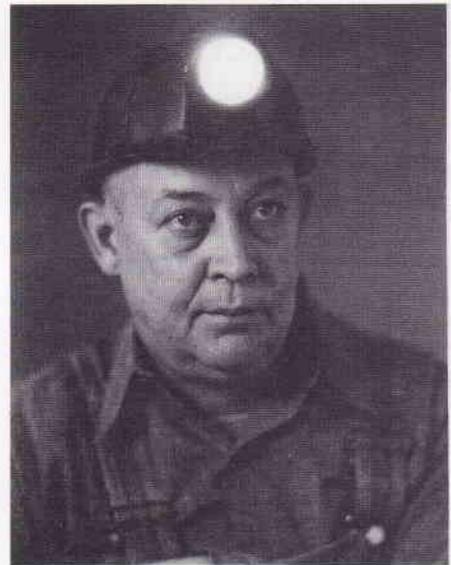
No matter what their origin or format, historical records provide invaluable information on what happened in the past, and frequently they illuminate the present. As such they clearly deserve to be preserved for use today and conveyed to future generations who will want to know what happened in past times and why those things happened.

## Kinds of Repositories

Historical records are held by two basic types of archival repositories—institutional archives that have as their primary mission the preservation of historical records of the particular institution of which they are a part and general or cultural archival repositories that have as their primary mission the preservation of historical records for historical or cultural purposes. Archival repositories are institutions where historical records are identified, preserved and made accessible for use.

Among institutional archives are those administered by governmental agencies (these include federal, state and local repositories), corporations and other businesses, religious bodies, and various other cultural, social, educational, economic and political organizations and institutions. Among general or cultural archival repositories are those administered by historical societies, libraries, manuscript repositories and museums. Archival repositories at colleges and universities often carry out the functions of both of these two main types of repositories.

Historical records may be public records (i.e., created by taxpayer-funded governmental entities) or private records (i.e., created by private organizations, institutions and individuals).



*Unidentified Coal Miner, n.d.,  
Christopher  
Special Collections, Morris Library,  
Southern Illinois University at  
Carbondale*

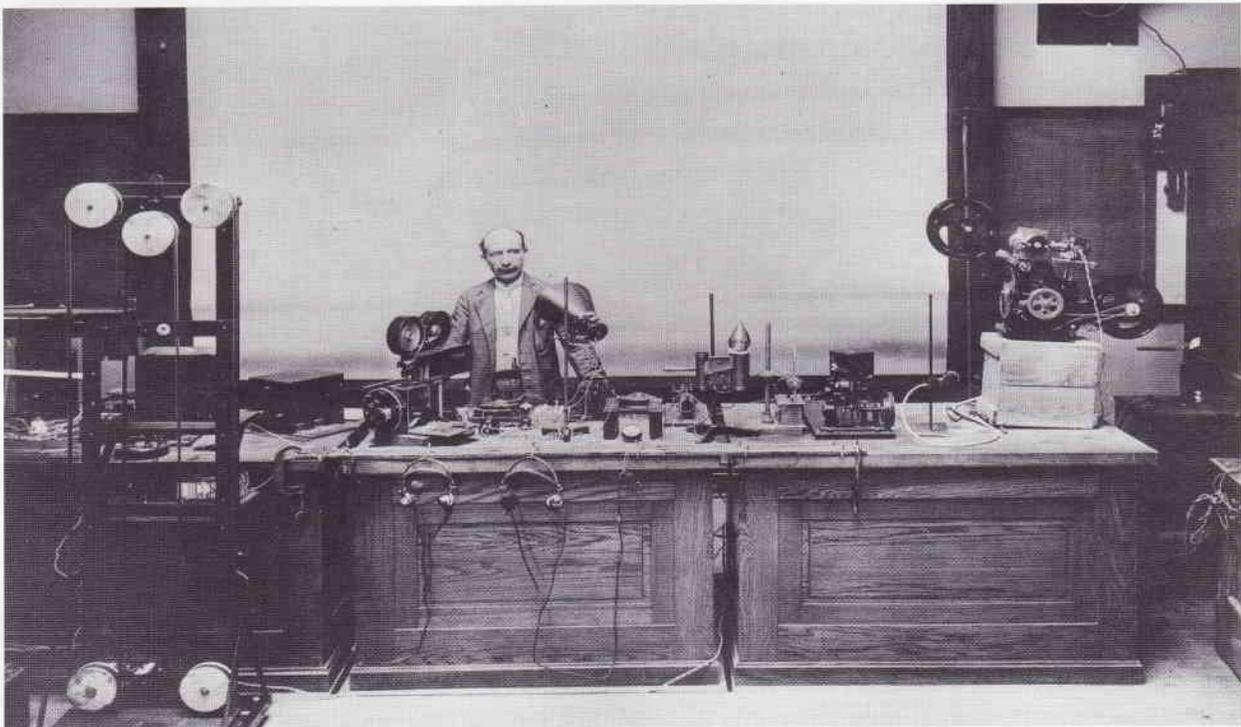
## Summary Assessment of the Present Situation of Historical Records in Illinois

Is an adequate and representative historical record of life in Illinois being preserved and made available for use by today's citizens and future generations? The answer, unfortunately, is no.

The current situation for the identification, preservation and accessibility of historical records in Illinois is uneven at best. While significant progress has been made since the Illinois State Historical Records Advisory Board's historical records needs survey and assessment report was issued in 1982, there remains ample room for improvement.

### Accomplishments

Perhaps the most significant accomplishments in the area of historical records in Illinois have been in the identification, preservation and making available for use the historical records generated by Illinois



*Professor Joseph Tykociner with Apparatus for the First Public Demonstration of Sound-On-Film, 1922, Urbana University Archives, University of Illinois at Urbana-Champaign*

state government. The Illinois State Archives has done a commendable job in this regard. Moreover, the Illinois State Archives has played a key leadership role through its Illinois Regional Archival Depository (IRAD) system in facilitating the preservation and accessibility of county and local governmental records in Illinois. A significant step forward also taken by the Illinois State Archives was the establishment of an IRAD repository at Northeastern Illinois University in Chicago, thus creating the first archival repository, however modest, for early local governmental records in Cook County.

## **Major Problems**

Despite these important developments, four very urgent problems remain.

- Illinois does not have a central state historical/cultural agency charged with responsibility for promoting the identification, preservation and making available for use both publicly and privately generated historical records of enduring value. In other states such a leadership role is played by a state historical society or a state department of archives and history. In Illinois this responsibility, for various historical reasons, is divided among several bodies such as the Illinois State Archives, the Illinois Historic Preservation Agency, and the Illinois State Historical Society. Thus there exists a lack of unified and coordinated leadership in regard to overall responsibility for historical records in Illinois.
- There currently exists no adequate archival repository to identify, preserve and make available for use the mass of historical records generated by the City of Chicago and Cook County. This situation deteriorated further in 1993 with the closing of the City of Chicago's Municipal Reference Library which had served as an invaluable resource for scholars and members of the general public for over ninety-two years. Thus the public historical records of one of the largest and most significant metropolitan regions in the world are not being adequately cared for and are in danger of being lost to future generations.

- Historical records generated by private institutions, organizations and individuals in Illinois are not being adequately identified, preserved and made available for use. This is especially the case in the Chicago metropolitan area but it is also a significant problem in most of the other counties in the state.
- The major cultural institutions in Illinois whose missions include identifying, preserving and making accessible historical records from private sources have faced severe funding constraints that have prevented them from adequately discharging their missions.

*Unless these glaring problems are addressed adequately, current Illinois citizens as well as future generations of Illinoisans will be deprived of the invaluable information and evidence that historical records provide to illuminate our times.*

## **Six Major Goals**

- 1) Promote the identification, acquisition and preservation of historical records in all formats.
- 2) Promote improved access to and increased use of historical records in Illinois.
- 3) Foster cooperation among individuals and institutions concerned with the collection, preservation, access to and use of historical records in Illinois.
- 4) Promote knowledge of and adherence to standards of professional practice in the custodianship of historical records.
- 5) Advocate a heightened awareness of the importance and usefulness of historical records.
- 6) Advocate adequate funding for the identification, preservation of and access to historical records.

*This strategic plan provides an overall framework for addressing significant issues involving historical records in Illinois and enumerates goals, objectives and actions relating to these issues. Within the context of these six overarching strategic goals, five steps are most urgently needed regarding Illinois historical records.*

## Five Most Critical Steps

- Expand the role and responsibility of the Illinois State Historical Records Advisory Board to help resolve the current problem of a lack of coordination in the Illinois historical records community. This is one of the most useful steps that can be taken by all those concerned with historical records in Illinois. Such an expanded role for the ISHRAB would require substantial additional financial support from the Illinois State Archives in order to ensure an adequate level of staffing for the ISHRAB.
- Advocate to government officials in the City of Chicago and in Cook County the paramount need to establish an archival repository to identify, preserve and make accessible the historically valuable public records of the city and the county.
- Identify means to support existing Illinois historical records repositories in discharging their missions and encourage those Illinois organizations and institutions without historical records programs to form viable archives.
- IRAD institutions and other existing historical records repositories should coordinate efforts to expand their collection and preservation of neglected non-governmental historical records pertaining to their respective regions.
- Promote professional practices among historical records volunteers and administrators, especially those involved with non-governmental records. Host Illinois Regional Archives Depository (IRAD) institutions should promote professional practices regionally.

## Goal One

**Promote the identification, acquisition and preservation of historical records in all formats.**



*Palace Music Hall, February 1916, Chicago  
Newberry Library*

A more comprehensive documentation of Illinois history is needed. Significant gaps exist in the identification and preservation of historical records in all formats, particularly in the Chicago area, but also throughout the state.

**Objective 1.1 Promote adequate documentation of the history of all regions in the state.**

Actions related to Objective 1.1

- 1.1.1 Support the establishment of a **public archives** for Chicago and Cook County.

Implementation schedule: 2001-2003

- 1.1.2 Encourage Chicago-area repositories to work together to ensure that private historical records produced in the metropolitan area are identified and collected.

Implementation schedule: ongoing

- 1.1.3 Encourage the development of additional IRADs.

Implementation schedule: 2001-2003

- 1.1.4 Encourage each IRAD host institution to commence or expand the collection of non-governmental historical records generated in its region and in turn encourage local area repositories to collect historical records.

Implementation schedule: ongoing

- 1.1.5 Promote the value of establishing and maintaining internal institutional archival programs at private organizations and institutions.

Implementation schedule: ongoing

- 1.1.6 Encourage historical records repositories to adopt and maintain well-defined collection policies.

Implementation schedule: ongoing\*

**Objective 1.2 Ensure the physical protection of Illinois records having historical value.**

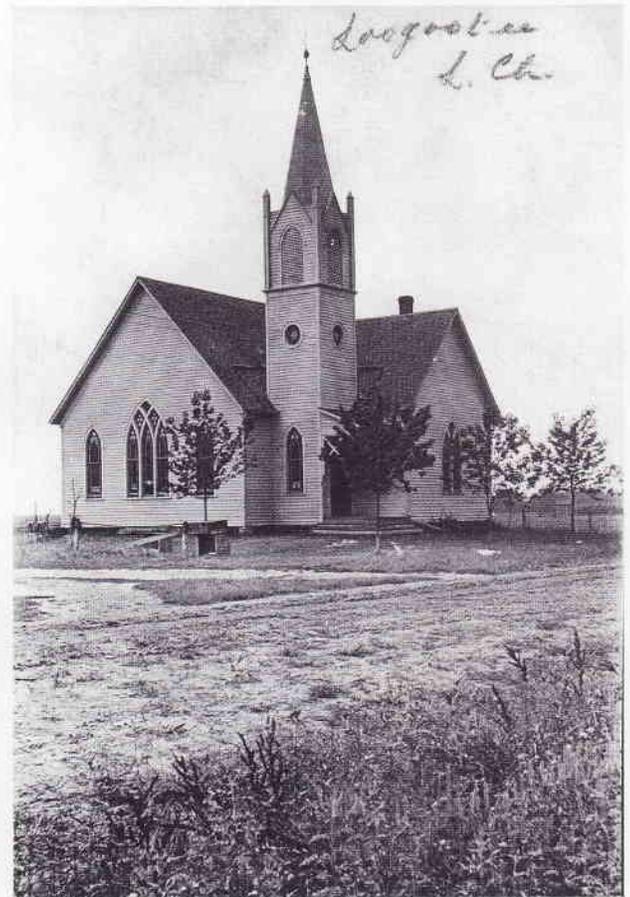
Actions related to Objective 1.2

- 1.2.1 Promote knowledge of preservation procedures among records custodians by developing and/or providing Internet access to information and/or guidelines concerning: a) the proper environment for and storage of records in all formats; b) disaster plans; and c) names of organizations and firms offering disaster assistance; traditional paper preservation services; copying in microform, digital and other formats; and the preservation and migration of electronic records.

Implementation schedule: 2002\*

- 1.2.2 Support preservation projects of at-risk historical records provided they adhere to well-defined collection policies and professional standards.

Implementation schedule: 2002\*\*



*Zion Lutheran Church, ca. 1900, Loogootee Archives, Evangelical Lutheran Church in America*

\*dependent upon success of action 6.2.1

\*\*dependent upon success of action 6.1.1

**Objective 1.3 Assist records creators in understanding the critical importance of electronic records to the permanent historical record of Illinois and its citizens.**

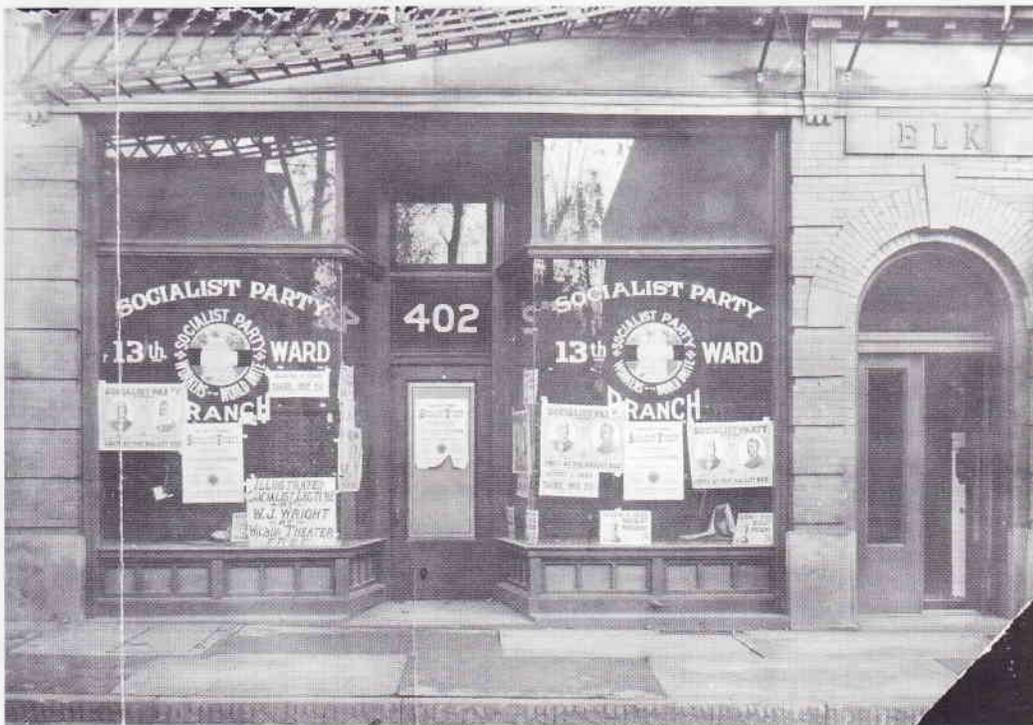
Actions related to Objective 1.3

- 1.3.1 The ISHRAB will work to ensure that state statutes reflect the fact that all state and local governmental records of enduring value, including those created, transmitted or maintained in electronic format, must remain accessible to the public.

Implementation schedule: ongoing

- 1.3.2 Promulgate model guidelines for the implementation of electronic records programs at private organizations and institutions in Illinois.

Implementation schedule: 2001-2002\*



*13th Ward Socialist Party Headquarters, 1912, Chicago  
Newberry Library*

\*dependent upon success of action 6.2.1

- 1.3.3 Encourage the Secretary of State to hire staff for the Illinois State Archives who have been trained in electronic records management.

Implementation schedule: 2001-2003

## Goal Two

### Promote improved access to and increased use of historical records in Illinois.

Unnecessary access restrictions and lack of information about historical records repositories and their holdings have made it difficult for the public to benefit from historical records. Facilitating access and use by educating records-keepers, supporting arrangement and description and utilizing new technologies is critical to securing wider public support.



*Kitty Kalwasinski Markovich and Florence Josephs, U.S. Steel's South Works, 1945, Chicago  
James P. Fitzgibbons Historical Museum of the Southeast Historical Society*

**Objective 2.1 Encourage best practices in archival arrangement and description.**

Actions related to Objective 2.1

- 2.1.1 Support archival arrangement of unorganized collections and their description in archival finding aids conforming to widely accepted professional standards; encourage greater use of on-line description.

Implementation schedule: ongoing\*\*

**Objective 2.2 Increase the availability of information about historical records repositories and their collections.**

Actions related to Objective 2.2

- 2.2.1 Use data from existing surveys of historical records repositories to create a website for the entire Illinois historical records community providing a directory of repositories, organizational holdings and links to state and national related resources.

Implementation schedule:  
2001-2002\*

- 2.2.2 Encourage the preparation of repository-level guides and/or on-line catalogs, and their posting on local websites.

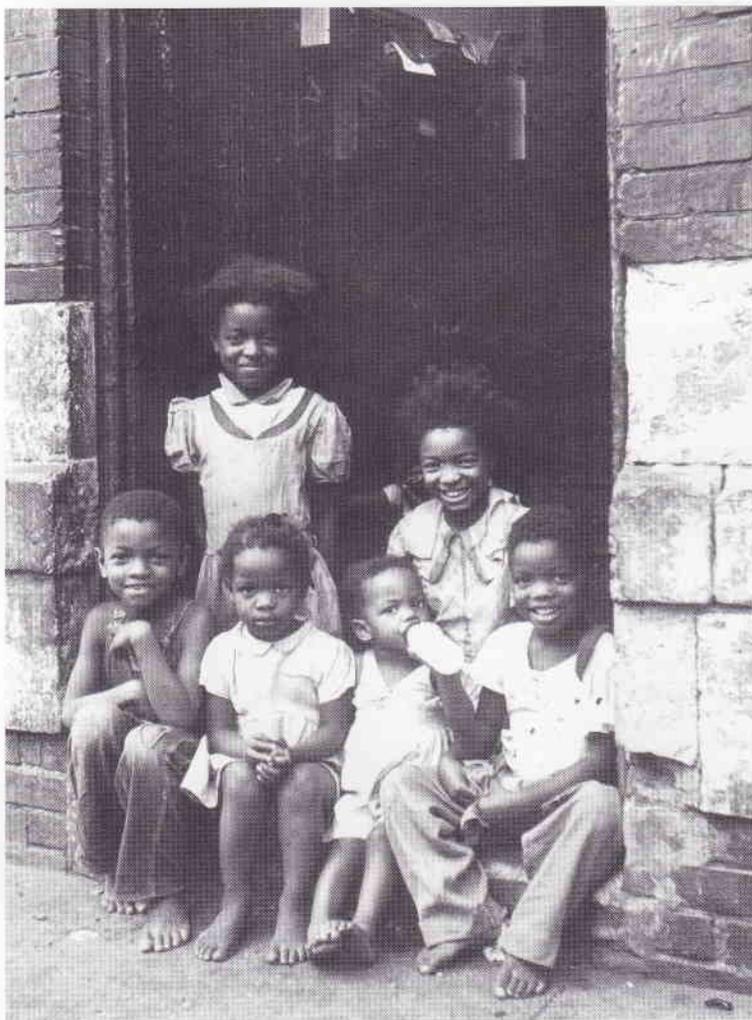
Implementation schedule: ongoing

- 2.2.3 Encourage the reporting of descriptive information on collections to national and state bibliographic databases (e.g., OCLC, RLIN, Illinet), or to the *National Union Catalog of Manuscript Collections*.

Implementation schedule: ongoing

\*dependent upon success of action 6.2.1

\*\*dependent upon success of action 6.1.1



*African American Children on West Erie Street, October 2, 1954, Chicago, Mildred Mead, Photographer Chicago Historical Society*

- 2.2.4 Develop and/or adopt existing digitization guidelines regarding the selection of materials for digitization.

Implementation schedule: ongoing\*

**Objective 2.3 Promote and support the use of historical records.**

Actions related to Objective 2.3

- 2.3.1 Provide guidelines and/or instructional brochures to encourage the elimination of unnecessary access restrictions which impede the use of public and private records.

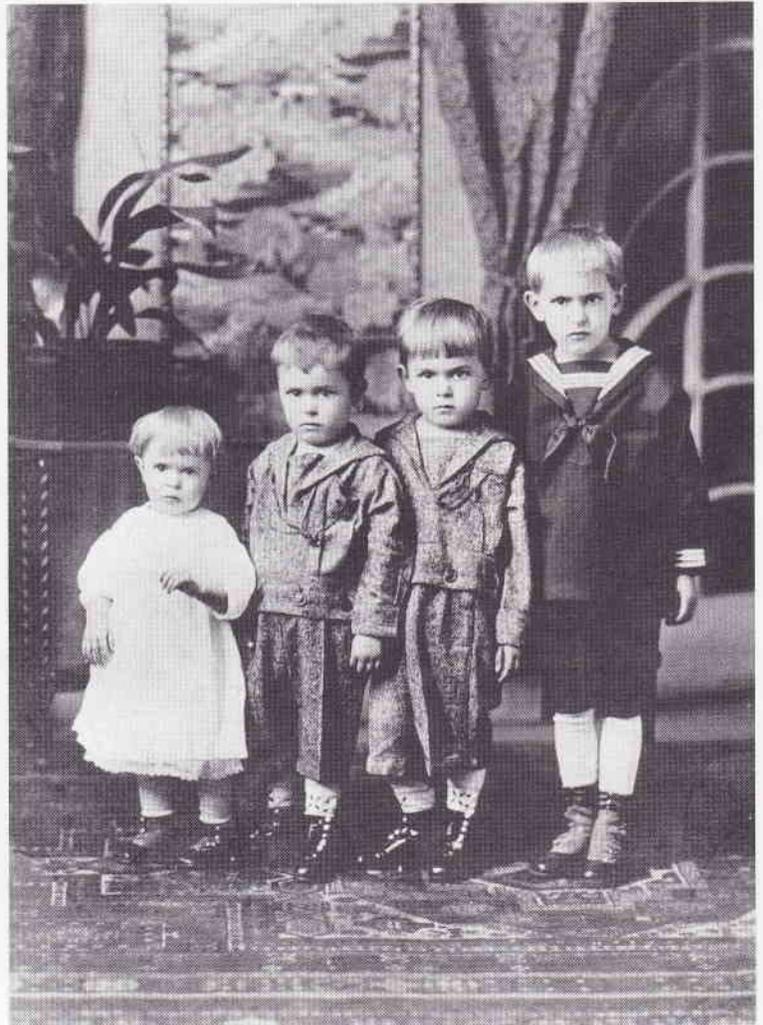
Implementation schedule:  
2001-2002\*

- 2.3.2 Support efforts to educate public officials about their legal obligations and responsibilities regarding access to the records in their care.

Implementation schedule:  
ongoing

- 2.3.3 Encourage a reassessment of 1) the definition of records and 2) exemptions to public access to records as stated in the Illinois Freedom of Information Act (5 ILCS 140) and the State Records Act (5 ILCS 160).

Implementation schedule:  
2001-2002



*Millie, Ray, Connie and Henry Dolatowski, ca. 1918, South Chicago  
James P. Fitzgibbons Historical Museum of the Southeast Historical Society*

\*dependent upon success of action 6.2.1

## Goal Three

**Foster cooperation among individuals and institutions concerned with the collection, preservation, access to and use of historical records in Illinois.**

Within Illinois there exists a wide range of institutions and individuals collecting, preserving and making available for use historical records. Successfully reaching all institutions and individuals and turning words of cooperation to deeds will be a challenging but essential task for the broad implementation of these strategic goals and objectives.



*Lorado Taft's "Native American" Statue, June 26, 1965, Lowden Memorial State Park  
Illinois State Archives*

**Objective 3.1 Create a statewide organizational structure to enable maximum cooperation among historical organizations, agencies and individuals.**

Actions related to Objective 3.1

3.1.1 Expand the ISHRAB's membership structure and mandate to promote coordination and cooperation.

Implementation schedule: 2001-2002

3.1.2 Develop and promote a public identity for the ISHRAB through dynamic graphics and publicity materials in print and electronic formats.

Implementation schedule: ongoing

**Objective 3.2 Utilize electronic communication tools to enhance cooperation.**

Actions related to Objective 3.2

3.2.1 Create a listserv for Illinois historical records repositories to facilitate communication about collections and professional issues.

Implementation schedule: 2001-2003

- 3.2.2 Create a public listserv to facilitate interaction between the public and members of the historical records community.

Implementation schedule: 2001-2003

## Goal Four

### Promote knowledge of and adherence to standards of professional practice in the custodianship of historical records.

All historical records custodians in the state of Illinois need adequate training, continuing education and access to professional resources to properly care for the state's historical records. Assisting repositories in observing professional archival standards is especially critical in the context of the widely divergent backgrounds of current custodians of historical records in Illinois.

#### Objective 4.1 Promote professional archival standards and disseminate information regarding those standards.

Actions related to Objective 4.1

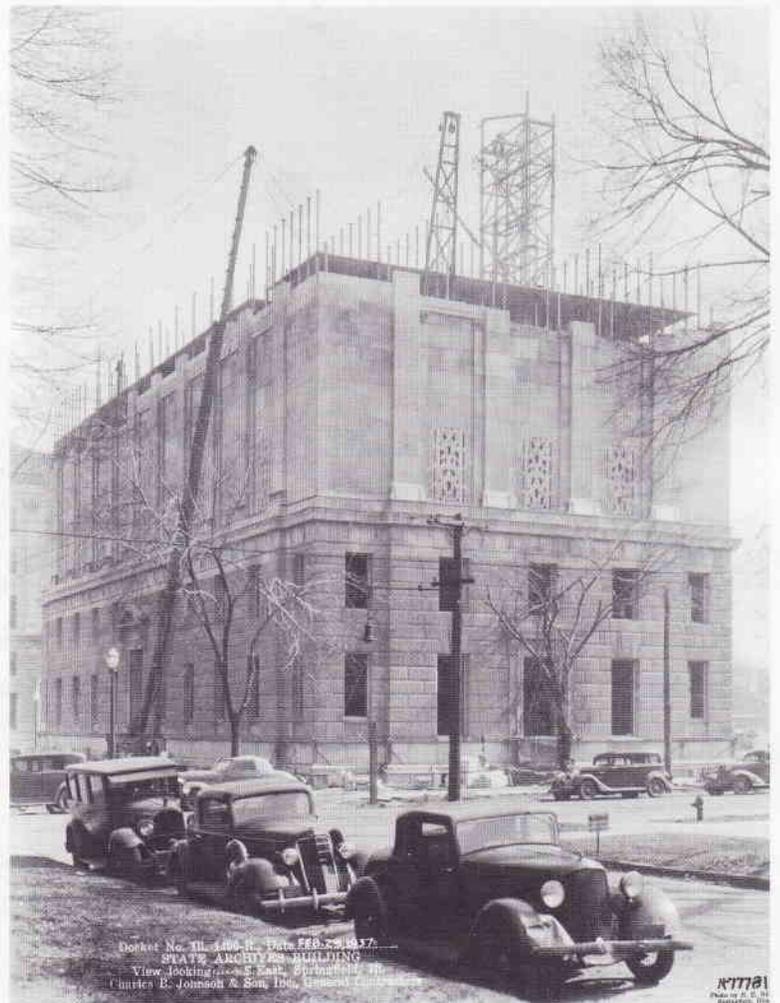
- 4.1.1 Establish new, reinstate former or utilize existing publications to disseminate information on standards.

Implementation schedule: ongoing\*

- 4.1.2 Utilize electronic tools to disseminate information on standards and guidelines and links to information regarding best practices in all areas of archival work.

Implementation schedule: ongoing\*

\*dependent upon success of action 6.2.1



*Illinois State Archives Building During Construction, February 25, 1937, Springfield Illinois State Archives*

- 4.1.3 Establish a regular program to convey standards to local organizations and regional groups and through them reach a broad audience.

Implementation schedule: 2001-2003\*

- 4.1.4 Encourage historical records custodians to attend meetings of the Midwest Archives Conference and take advantage of other related educational opportunities.

Implementation schedule: ongoing

- 4.1.5 Encourage the development and expansion of graduate education opportunities for Illinois archivists and historical records curators according to professional archival standards.

Implementation schedule: ongoing

- 4.1.6 Encourage existing and future IRAD centers and their host universities to take a leadership role in planning and holding workshops, mentorships and other information exchanges regarding best professional practices for the care of historical records.

Implementation schedule: ongoing

**Objective 4.2 Disseminate information of benefit to the Illinois historical records community.**

Actions related to Objective 4.2

- 4.2.1 The publication, *For the Record*, should be revived under the full editorial control of the Illinois State Archives and distributed widely in paper form with its contents also available on the State Archives website.<sup>1</sup>

Implementation schedule: 2001

1 The Illinois State Archives suspended publication of *For the Record*, its semi-annual newsletter, with the summer 1996 issue. Previously, this publication had been an exceptionally valuable resource for historical records repositories statewide.

\*dependent upon success of action 6.2.1

- 4.2.2 Disseminate information on the availability of grant funds and existing funding sources for the professional care of historical records.

Implementation schedule: ongoing

- 4.2.3 The ISHRAB should cooperate with existing state and local organizations in encouraging information sharing and interaction.

Implementation schedule: ongoing

## Goal Five

**Advocate a heightened awareness of the importance and usefulness of historical records.**

The general public as well as the actual creators, holders and users of historical records need to be made aware of those records' utility, uniqueness and value to future generations.

**Objective 5.1 Encourage an appreciation of and the use of historical records by publishing facsimiles of historical records and making the facsimiles readily available to the citizens of Illinois.**

Actions related to Objective 5.1

- 5.1.1 Maintain and strengthen the State Archives publication program for teaching packages.<sup>2</sup>

Implementation schedule: ongoing

- 5.1.2 Place the existing and future packages on the Secretary of State/Illinois State Archives website.

Implementation schedule: ongoing

- 5.1.3 Encourage and provide support for local historical records repositories in developing

<sup>2</sup> Since 1982 the Illinois State Archives has produced a teaching package of historical document facsimiles with a teacher's manual every four years. These have included packages on: *The Illinois and Michigan Canal, 1827-1911*; *Illinois at War, 1941-1945*; *From the Ashes, 1872-1900*; *Early Chicago, 1833-1871* and *Windows to the Past, 1818-1880*. Distribution has been free of charge to each public high school in the state and to each Illinois educational institution requesting the same. High school students represent a large segment of the general public and constitute an excellent audience to be introduced to historical documentation.

print or electronic facsimiles of educationally significant historical documents.

Implementation schedule: 2001-2002\*\*

**Objective 5.2** The Illinois State Historical Records Advisory Board should serve in a leadership role in communicating on archival issues within the state of Illinois on an ongoing basis.

**Objective 5.3** The ISHRAB should develop means to increase public awareness of the utility, uniqueness and value of historical records for today's citizens and future generations as resources allow.<sup>3</sup>



*Northwestern University Football Team, December 5, 1901, Evanston University Archives, Northwestern University*

<sup>3</sup> Other states' boards have identified projects including public service radio and television announcements, an "archives week," brochures and coordinated exhibits and lectures at individual repositories statewide.

\*\*dependent upon success of action 6.1.1

## Goal Six

### **Advocate adequate funding for the identification, preservation of and access to historical records.**

Historical records repository programs will be only as effective as the resources allocated to them. Illinois historical records repositories, especially the smaller institutions, suffer from chronic underfunding which results in less than adequate identification, preservation, access to and use of historical records.

#### **Objective 6.1 Secure additional revenue for Illinois historical records repositories.**

Actions related to Objective 6.1

- 6.1.1 The ISHRAB should apply to the National Historical Publications and Records Commission for funds to operate a regrant program in which historical records repositories can compete for funds which the repositories in turn will match.<sup>4</sup> Regrants will allow the directing of funds for archival processing to non-major repositories that provide secure storage and user access.

Implementation schedule: 2001

- 6.1.2 The ISHRAB will assist in the development of quality regrant applications by professional consultation beginning with the grant application and concluding with project completion.

Implementation schedule: 2001-2002\* \*\*

- 6.1.3 The ISHRAB should seek federal and state library financial support for the Illinois historical records community.

Implementation schedule: 2001-2002

4 Regrants are block grants made by the NHPRC upon application from state historical records advisory boards. The NHPRC granted funds are then available for the state boards to reallocate or regrant to fund archival projects smaller than those funded by the NHPRC's regular awards program.

\*dependent upon success of action 6.2.1

\*\*dependent upon success of action 6.1.1

- 6.1.4 The ISHRAB should seek grants from national agencies and organizations to develop statewide or regional projects.

Implementation schedule: 2001-2002\*

**Objective 6.2 The ISHRAB should seek the resources and assistance required for it to provide statewide leadership and support for historical records needs.**

Actions related to Objective 6.2

- 6.2.1 The ISHRAB should request additional professional personnel based at the State Archives to staff the board's expanded responsibilities, including the provision of assistance to small local repositories in developing grant proposals.

Implementation schedule: 2001

**Objective 6.3 The ISHRAB should encourage individual historical records repositories to seek new revenue sources.**

Actions related to Objective 6.3

- 6.3.1 Utilize existing and new web-based communication media to disseminate information on funding opportunities including examples of successful grant projects.

Implementation schedule: 2001-2002\*

\*dependent upon success of action 6.2.1

