Please accept this final report for the planning grant phase of Arizona’s Connecting to Collections program. Thanks to the State Archivist, the consultants, the project staff and the Task Force, this project exceeded expectations well beyond what was envisioned.

In appreciation to IMLS, Arizona's Connecting to Collections Planning Grant was, and will continue to be, a coordinated effort designed to assist organizations in responsibly safeguarding Arizona’s material/cultural heritage. This report is presented in a timeline of events encompassing the scope and sequence of the planning grant program. Per reporting requirements, this report is being submitted within 90 days after the completion of the grant period, March 22, 2012.

Upon notice of the award on March 29, 2010, a final Advisory Task Force was assembled consisting of:

**Dr. Melanie Sturgeon,** Director, History and Archives Division, Arizona State Library, Archives and Public Records.

**Randy Silverman,** Preservation Librarian, University of Utah Marriott Library; Principle Consultant for the AC2C project.

**Tom Clareson,** Director for New Initiatives, Lyrasis.

**Laraine Daly Jones,** Museum Collections Manager for the Arizona Historical Society, Southern Arizona Division.

**Nancy Odegaard,** Conservator and Head of the Preservation Division for the Arizona State Museum at the University of Arizona.

**Peter Runge,** Northern Arizona University’s Cline Library.

**Roger Meyers,** Head of University of Arizona’s Special Collections.

**Rob Spindler,** University Archivist and Head of the Department of Archives and Special Collections, Arizona State University Libraries.

**March 2010 – June 2010**

Through regular conference calls, lead consultant Randy Silverman and consultant Tom Clareson (Lyrasis) developed a *Preservation Assessment Tool Survey*, which served as the platform for a statewide survey. The survey was’ created on Zoomerang during the spring of 2010.

**July 2010 – September 2010**

The above Task Force distributed the Zoomerang survey to approximately 470 cultural heritage institutions which included archives, museums, historical societies, libraries and tribal libraries and archives and other collection-holding organizations. The Task Force, Project Manager (Eden Robins), consultants and many others went to great lengths to get the survey out to as many people and institutions as possible. Once the online survey went live, the same individuals went to great lengths to gain statewide participation, especially from smaller, underserved institutions. Participation by Native American tribal archives, museums, city records clerks, county supervisors, libraries and others resulted in a 33% response to the survey. The 53 question survey
took approximately 40-60 minutes to complete and revealed the three top preservation needs in Arizona as being: 1) lack of funding and staff; 2) lack of disaster preparation/response, especially supplies, and 3) a need for a collaborative statewide approach to these issues.

The AC2C Survey Final Report was forwarded to IMLS in the interim report and is available upon request.

**October 2010 – January 2011**

The next step was to organize five Preservation Town Hall meetings to be held throughout the state beginning the week of October 25th. The same effort to get the survey out and responded to was repeated in getting survey responders (and others) to the Town Hall meetings. Many phone calls and emails later, an agenda was agreed upon to achieve the following objectives:

- Discuss results from the statewide Arizona Connecting to Collections (AC2C) survey and implications for advancing preservation in Arizona.
- Describe how the AC2C survey results can increase support among our constituents and state representatives.
- Share concerns and solutions about preservation conditions in institutions statewide.
- Outline next steps to support preservation education and grant writing workshops.

All Town Halls meetings began at 10:00 am in the following locations:

**October 25th Town Hall in Tucson**  
Arizona Historical Society Museum Auditorium

**October 26th Town Hall in Safford,**  
Graham County General Services Building, Assembly Hall

**October 27th Town Hall in Phoenix,**  
Polly Rosenbaum State Archives and History Building

**October 28th Town Hall in Kingman**  
The Mohave Museum of History & Arts

**October 29th Town Hall in Flagstaff**  
Cline Library, Northern Arizona University

The Project Manager attended each Town Hall as the representative for the Task Force. She matched registered attendees with travel grant monies, took detailed notes and performed background administrative tasks that ensured consistency through the five Town Halls.

The meetings began with lead consultant Randy Silverman presenting the primary causes of deterioration among all types of collection materials and media. The objective was to establish a baseline understanding of basic preservation principals. Secondly, the survey results were shown, providing an opportunity for all to discuss pragmatic, strategic approaches for minimizing deterioration. Third, an interaction between attendees and Randy Silverman regarding concerns and solutions took place. A pleasant surprise was the number of city supervisors, clerks and municipal employees who attended. In Kingman, this led to the discovery of early 20th century land deeds and other historic documents which proved quite valuable to their city manager. Notes from the Town Hall meetings, including comments from attendees were included in the
interim report and are available upon request. The Notes from the Town Hall meetings were also sent to the Task Force.

January 2011 – March 2011
Lead consultant Randy Silverman met with the Project Task Force in Phoenix on January 14, 2011. The outcomes of the survey, the town hall meetings and input from the preservation/archival communities were discussed. Suggestions for strategies for achieving the top three recommendations resulting from the survey and town halls were articulated in this meeting. Again, the top three needs revealed were: lack of funding and staff; lack of disaster preparation and supplies, and; the need for a centralized statewide approach.

April 2011 – July 2011
One result of the Task Force meeting was the development of the AC2C brochure (included along with the interim report). Since its creation, the brochure – and the AC2C program in general have – been presented in many outreach activities including the state fair, the Centennial Best Fests, at Statehood Day on the Capitol lawn and in many other events. The brochure is not dated in any way and will continue to forward the goals of the AC2C program.

July 2011 – March 2012
On July 29, 2011, consultants Randy Silverman and Nancy Odegaard met several members of the Task Force and the Project Manager, Eden Robins, in Tucson. At issue was how to re-purpose $16,000+ that was left over from the planning grant.

Why were funds leftover?

- Money from the grant were to be used to provide 150 ‘mini travel grants’ of $50 per institution to help representatives travel to one of five Town Hall Meetings in Phoenix, Tucson, Safford, Kingman, and Flagstaff. Of this $7,500 designated for this purpose, only $150 was requested by Town Hall attendees. The overwhelming reason was that no one wanted to “take money away from the program” even though it was explained that would not be the case.

- The AC2C Brochure was designed, printed and distributed in-house through already-established means. This saved the $5,350 designated for the outside professional services to design and print the brochure. Costs for mailing the brochure have been absorbed by the Arizona State Library, and will continue to be, and may be attributed to their cost share.

- The remaining $3,522 was budgeted for consultant travel. One of the consultants, Tom Clareson, never had the need to travel. All communications with Tom came through conference calls, emails and webinars. Randy Silverman was able to complete his requirements for the Planning Grant without having to make several round trips between Utah and Arizona. Randy’s ongoing teaching duties at the University of Arizona in Tucson provided opportunities to piggyback on his already paid-for travel.

It was decided to request from IMLS, a re-purposing of these funds towards the three greatest needs identified in the survey and town hall meetings: 1) lack of funding and staff; 2) lack of
disaster preparation/response, especially supplies, and 3) a need for a collaborative statewide approach to these issues.

Emergency/Disaster Preparedness & Response Program

The main goal is to provide cultural institutions statewide with awareness of the program. We are doing this through free daylong workshops in various parts of the state. The goal of the workshops is to give participants the knowledge and skills they need to identify, protect and recover heritage collections. The final goal is to provide the tools and personnel to assist all institutions in the preservation and recovery of heritage collections. In fact, a recent flood in the Attorney General’s Offices provided us with an opportunity to assist them with the recovery and stabilization of their institutional and administrative records.

To date, two disaster preparedness & response workshops have been held in the areas most affected by the recent widely-publicized wildfires. State Archives has absorbed the travel and set-up costs for these programs as part of cost share. They were: November 3rd, 2011, in Flagstaff and March 27, 2012, in Show Low. A third program slated for February 22, 2012, had to be canceled due to a number of scheduling conflicts that would have restricted attendance and will be rescheduled. The programs for the remainder of 2012 and 2013 are yet to be scheduled. Ongoing funding for additional programs (at least three per year), will come from a combination of NHPRC and State Archives funding.

The program for each Disaster Preparedness and Response workshop is:

1- Types and scales of disasters

2. Prevention
   Identify and locate heritage collections and administrative records
   Evaluate the hazards and risks that most threaten heritage collections and your institutions administrative records
   Develop appropriate protection strategies against these threats

3. Preparedness
   Prioritize heritage collections and administrative records
   Identify and evaluate preparedness and mitigation measures
   Identify disaster plan components
   Action, assessment and response teams
   Establish and train Response and Recovery Teams
   Know what you can do and when you need to bring in an expert
   Practice your plan

4. Response
   Based on scale of incident
   Examples (show videos from Heritage Preservation)
   Implement the Plan
   Working in teams:
5. Writing the Plan

6. Recovery
   Book and paper
   Electronic media
   Artifacts

7. Tabletop response and recovery activities

The first two programs were very well received and it is anticipated that greater attendance and awareness of the programs will also increase over time. The costs for these programs were not taken from the grant. Remaining funds from the grant were used to purchase archival supplies for disaster planning and response. This approach was taken in order to dovetail the program into already existing programs for purposes of sustainability. Those programs are:

- Arizona Historical Records Advisory Board (AHRAB) goals and objectives: AHRAB believes strongly in the need for emergency and disaster preparedness training for staffs that hold archival collections throughout the state. Each year AHRAB provides $20,000 in re-grants to state and local governments and cultural institutions. Any institution that receives grant money and that does not have an Emergency/Disaster Preparedness and Response Plan must work with the State Archives to develop a plan. The Emergency/Disaster Preparedness and Response workshops that the State Archives recently presented will allow us to incorporate the workshops into the program we already have and to greatly expand institutional participation in the workshops. AHRAB’s 2008-2012 Action Plan’s Preservation Goal states: Ensure the continued accessibility and survival of historical materials, especially vital records through increased conservation work, collaborative preservation planning, disaster preparedness and staff training and public education; Objective #2: Support the statewide initiative for emergency and disaster recovery training for the records of state and local governments.

- Private fundraising/sustainability: Sustainability was one of the main reasons why Arizona and Utah were turned down for Implementation grants. Rather than seek future options for sustainability, it was determined that establishing avenues for private fundraising now as part of a broader plan for sustainability will help generate press and raise awareness for disaster preparation and response. The recent record-setting wildfires will serve as a backdrop to this initiative.
Conclusion

There are many positives as a result of the planning grant:

- For the first time, Arizona has a repository of disaster response supplies that is available to cultural institutions throughout the state, held in the secure Polly Rosenbaum State Archives and History building.
- Awareness of the disaster response program is spreading statewide and will continue to do so through regularly scheduled workshops, mailings, and participation in statewide conferences sponsored by partnering institutions.
- State Archivist Melanie Sturgeon, and Jim Neal, the AIC Collections Emergency Response Team representative for Arizona and a conservator with the State Archives, will oversee the disaster response supplies repository and steward its use over time.
- Its location and designation as property of the state will help ensure it stays updated while staff keeps abreast of preservation/archival developments.