

2020-2023 STRATEGIC PLAN

VALUES



**Trust, integrity,
and respect**



**Transparency and
accountability**



**Innovation and
collaboration**



Service excellence

MISSION

To acquire, preserve and make accessible the documentary heritage of Saskatchewan and to provide guidance and oversight for the provincial government on records and information management.

VISION

By 2030, the Provincial Archives of Saskatchewan will be recognized by the public, heritage partners and government, as an innovative public archive, rich in the diversity of our collections, accessible through online and in-person discovery and fully-engaged in government-wide records and information management services.

GOALS

1

**Expand the profile
of the Provincial
Archives
of Saskatchewan**

2

**Increase capacity of
and accessibility to
programs and services**

3

**Invest in people-
resources and
organizational
culture**



PROVINCIAL
ARCHIVES OF
SASKATCHEWAN



PROFILE

GOAL 1 • Expand the profile of the PAS

2023 SUCCESS INDICATORS

10% increase in YouTube content

Increased # of hits / likes / visits on social media

1 new social media platform

Increased # of outreach activities

2 new Indigenous initiatives

75% of staff have Indigenous-specific training

Initial archival catalogue revisions complete

4 additional IM Archivist positions

Increased # of schedules under development

Increased # of government employees trained

Increased # of Ministries in RIM/forums

Increased # of record disposal requests

Increased revenue from record disposals

Continued funding as base budget

OBJECTIVES

1. Establish a public outreach and a communications strategy
2. Establish an Indigenous reconciliation strategy
3. Raise government awareness and understanding of Records and Information Management responsibilities and PAS services

STRATEGIES

Public Outreach and Communications

- Review YouTube channel and add content
- Develop, implement, and refresh / adjust communications strategy
- Develop social media strategy and implement 1 new social media platform
- Reactivate Outreach & Communications committee
- Develop and implement public outreach strategy

Indigenous Reconciliation Strategy

- Monitor reports from the National, Provincial and Territorial Archivists Conference
- Analyze past projects, consult with First Nations, Métis, and Inuit groups, and gather information
- Develop reconciliation strategy and begin specific projects / initiatives
- Train staff about Indigenous reconciliation
- Explore archival catalogue revisions and start revisions

RIM responsibilities and PAS services

- Pursue supplementary funding for 2021-22 to increase capacity to support RIM in government
- Begin 5-year Roadmap and report on progress
- Provide expertise to Executive Government for RIM project and other initiatives
- Report on status of schedule development in government
- Continue training for government employees
- Monitor disposal request revenue to target AAA for additional resources
- Identify gaps in RIM policies and develop government-wide RIM policies

INNOVATE

GOAL 2 • Increase capacity of and accessibility to programs and services

OBJECTIVES

1. Reduce backlogs in all programs
2. Increase and innovate program practices and services
3. Develop and nurture partnerships

STRATEGIES

Backlogs in Programs and Services

- Develop and implement preservation strategy by media type
- Eliminate acquisition backlog through transfers to new site
- Develop and implement appraisal backlog strategy
- Develop and implement processing backlog strategy
- Develop and submit business plan for summer student program
- Monitor and reassess Reference & Outreach Services (ROS) backlog
- Revise service turnaround standards in ROS

Program / Service Innovation

- Develop and implement strategy to attain Trusted Digital Repository (TDR) certification
- Develop and implement internal records management strategy
- Conduct Acquisition and Permanent Collection gap analysis

Partnerships

- Work with Government House on October 2020 exhibit and identify partnership opportunities
- Identify non-traditional partnerships opportunities and pursue one partnership
- Hire bilingual (French/English) services archivist
- Conduct and evaluate French services client survey
- Target one Fransaskois outreach activity or project

2023 SUCCESS INDICATORS

Preservation strategy completed

Increased # of at-risk analog media receiving preservation treatment

Acquisition backlog eliminated

Appraisal backlog strategy completed

Processing statistics
Business plan created and summer student program established

ROS use statistics

Improved ROS service turnaround time

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of criteria achieved toward TDR status

Procedures / practices completed for internal RIM program

Increased # of transfers from PAS to Permanent Collection

Increased # of disposals
Acquisition & Permanent Collection gap analysis completed

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2 Government House Exhibits

1 non-traditional partnership initiative
French user statistics

French client satisfaction survey
Increased # of French outreach activities or projects

INVEST

GOAL 3 • Invest in people-resources and organizational culture

2023 SUCCESS INDICATORS

Baseline survey / response

10% improvement in satisfaction

Increased % of staff participating in social events

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Increased # inter-program collaboration and cross-training opportunities

Increased # of training activities

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Volunteer survey completed

Increased volunteer hours

Increased number of volunteers

2020-2023 • STRATEGIC PLAN

OBJECTIVES

1. Develop a strong, vibrant corporate culture
2. Develop and foster collaboration, cross-training and professional development
3. Further integrate volunteers into program and service delivery

STRATEGIES

Corporate Culture

- Develop, issue and analyze employee survey
- Continue to support activities to promote staff engagement

Collaboration and Development

- Identify, prioritize, and begin inter-program collaboration and cross-training activities
- Identify gaps in knowledge / training to best allocate resources
- Prioritize and plan training and professional development opportunities

Volunteer Integration

- Evaluate current volunteer engagement
- Assess criteria for volunteer projects
- Survey volunteers and evaluate results
- Identify new volunteer opportunities
- Implement volunteer plan