

## **Key Strategies**

### **Records Strategies**

1. Appraisal

We will introduce appraisal and accession strategies to manage the rise in records coming to us, and re-appraise unlisted material in NAS.

2. Cataloguing

We will systematically tackle the catalogue backlog, using increased resources, in order to extend public access and improve the security of holdings.

3. Preservation

We will develop a preservation policy in order to promote the physical well being of the records and guarantee access to them over time.

4. Digital imaging

We will increase the use of digital imaging in order to extend access while helping preserve original documents.

### **External Strategies**

5. Government policies

We will position ourselves to respond to the challenges and opportunities of government initiatives in which we have expertise, especially Freedom of Information and e-government.

6. Relations with other Scottish Archives

We will become a centre of excellence for archival and record keeping practice in Scotland in order to provide a better service to users and fulfil our leadership role.

7. Scottish Archive Network (SCAN)

We will develop the resources of the Scottish Archive Network for the benefit of users and the participating archives.

8. Outreach

We will market Scottish archives and the NAS in order to promote increased use of the records by all.

### **Management Strategies**

9. Planning

We will determine our strategic objectives and produce a plan, based on the existing mission statement, around which we can all focus our efforts.

10. We will reform our organisation and improve communication at all levels.

11. Customers

We will identify our customers and their needs.

12. Staff Development

We will match our staff skills more closely to our business needs, recruit and develop specialists at different levels and challenge Scottish Executive-driven rules that do not meet NAS needs.

13. Information and Communications Technology (ICT) Strategy

We will develop an ICT strategy to serve our own business needs.

14. Targets

We will develop performance measures and targets that reflect our business objectives.

15. Management Information

We will collect adequate information on the costs of our activities.