

## MEMO

**To:** State Library Commission  
**From:** Karen Strege  
**Re:** Integration of NRIS-Heritage work  
**Date:** April 19, 2000

At your last meeting, you asked to see agency plans to explore the next step - exploring areas for NRIS and Heritage cooperation - in the NRIS planning process. Sue, Duane, Ted, and I agree to the following objectives and process:

### Objectives:

- Integrate shared functions to avoid unnecessary redundancy;
- Promote efficient and cost-effective operation of all programs within NRIS;
- Ensure that data integration and delivery systems serve program-wide data, and accommodate the requirements of specialized data sets of each program;
- Coordinate promotional materials and activities to represent NRIS as a whole, while maintaining visibility of and benefits to individual components; and
- Promote teamwork and exchange of information and expertise among staff to accomplish strategic objectives and project work.

### Specific actions & timelines:

- Appoint Heritage Program Director to the NRIS Management Team - **immediate, ongoing**
- Continue to provide consolidated Systems Administration support - **ongoing**
- Review NRIS & Heritage strategic plans and document the "fit" - **June – September 2000**
- Identify areas for better coordination and steps to be taken (including: mediated requests, "outreach," web development, GIS, partner cultivation) - **June – December 2000**
- Jointly design data integration and delivery mechanisms including and addressing requirements of Heritage data - **ongoing through 2000**
- Review and adapt promotional materials and presentations - June – December 2000
- Provide cross-training that educates staff about the basic resources and activities of all major NRIS programs - **by January 2001**

- Develop time-efficient ways to keep all NRIS staff apprised of major activities and projects - **by September 2001**
- Engage Heritage staff and NRIS state employees in working together on projects and contracts, and identify a workable legal/financial mechanism for bi-directional movement of project dollars - **by January 2001**
- Jointly develop a long-range vision for maintenance of the Heritage function in state government, including funding, contract and employment status, and institutional relationships - **by December 2001**