



Council of State Historical Records Coordinators

COSHRC

November 30, 2004

Dear ***:

I am pleased to announce the launch of the **2004 Survey of State Archives and Records Programs**. The survey has been developed by the Council of State Historical Records Coordinators with funding from the National Historical Publications and Records Commission (NHPRC).

The 2004 survey is a 10-year follow-up to two surveys conducted by COSHRC and NAGARA in 1992 and 1994. You can find reports with detailed statistics from those surveys on the COSHRC website at <http://www.coshrc.org/reports>.

The enclosed materials comprise your survey information package. In states in which the Records Management function is managed separately from the Archives, we are sending packages to both the state archivist and the state records manager.

The survey is designed to collect comprehensive data on all state archives and records management programs. It also includes a number of questions related to the authority and operations of the state historical records advisory boards (SHRABs). Those of you who heard our presentation at the 2004 COSHRC annual meeting will be glad to know that we eliminated more than half of the questions from the original draft of the survey. Although it is still quite long, the Survey Management Team has tried to focus this effort on the issues and program measures that are most important to the states.

After we have the results of the 2004 effort, the Survey Management Team will identify a small number of questions that COSHRC will ask annually. This will ensure that all state archives and records programs have a reliable source of current data in key areas and facilitate comparisons of conditions and programs across state lines. We also expect to conduct periodic, short, highly-focused surveys that will collect data on topics of high interest.

The primary method for 2004 data collection is an online data entry form. We have enclosed a paper version of the survey and detailed instructions for entering data online. The blue sheet provides step-by-step instructions for responding to the survey as well as your agency's unique Survey Password for accessing the online survey form. The yellow sheet provides specific guidelines for using the online survey, including technical instructions that will ensure that your data is saved properly. You

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can use the paper version of the survey as a preliminary worksheet to collect the needed data before you go online to enter the information.

The 2004 survey was developed by members of COSHRC's Survey Management Team: Tracey Berezansky, Alabama; Dick Cameron, NHPRC; Conley Edwards, Virginia; Jim Henderson, Maine; Gordon Hendrickson, Iowa; and myself as chairperson. Vicki Walch and Jenifer Burlis-Freilich are providing staff support for the project.

Please read the instruction and guidelines carefully before you begin. If you have any questions or need assistance in completing your state's survey, please contact COSHRC staff:

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Please plan to submit your data by Friday, January 7, 2005.

Thank you for your participation in this important effort.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen D. Roe".

Kathleen D. Roe, President
Council of State Historical Records Coordinators

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