

Step-by-step Instructions for Responding to the 2004 COSHRC Survey of State Archives and Records Programs

1. **Review these Instructions and the paper version of the survey** included with this package. This will give you an overview of both the process for responding to the survey and the kind of data we are asking you to supply.
2. **Test your Survey Password now** even if you're not ready to begin data entry yet. We want to make sure that you can connect successfully to the online survey form and that we have correctly identified your state and reporting agency. If you encounter any problems, contact COSHRC staff right away.

Go to <http://coshrc.commcode.com> to access the online survey and test your ID Code.

Do not use your browser's Back button when viewing the online survey.

The **Survey Password**, provided in the box below, will allow you to access the data entry forms online. It is unique to your state. In states in which archives and records management are managed separately, each program has received a unique password.

State:	*state*
Reporting agency:	*agency name*
Survey Password:	*contact COSHRC staff for your agency's unique password*

3. **Using the paper version of the survey form (enclosed), gather necessary data and other information.** The paper version is intended to serve as a "worksheet" so that you have everything you need when you go online to submit your responses to the survey.

In certain circumstances, there will be questions that do not apply to your state or agency. We have tried to anticipate most of them and provide instructions on which questions to skip if, for instance, you are responding for records management only or your state does not have a State Historical Records Advisory Board.
4. **If you are not sure about how to answer any of the questions**, contact COSHRC staff for clarification or assistance.
5. **Go to <http://coshrc.commcode.com> to begin entering data online.**
6. **Follow the enclosed Guidelines carefully** (on the enclosed yellow sheet) as you use the online data entry form. As with any computer-based system, there are certain procedures that you must follow in order to enter your data and save it successfully.
7. **Additional background information** on the goals of the 2004 Survey as well as **downloadable copies of the questionnaire, survey instructions, and data entry guidelines** are available on the COSHRC website at <http://www.coshrc.org/projects/2004survey/>

Contact COSHRC staff with any questions or concerns:

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