

FY2008 CoSA Survey of State and Territorial Archives and Records Management Programs

Please return no later than Friday, November 21, 2008

SECTION 1: INSTITUTIONAL DATA

1.1. State or territory reporting: _____

1.2 Name of administrative unit reporting _____

1.3 This report covers the following core function(s) (check one)

- Archives
- Records Management
- Both Archives and Records Management

1.4 Our fiscal year ends on (month/day): _____

SECTION 2: FINANCES

2.1 Please provide the totals for your program during FY2008.
(Data from FY2006 for this section can be found in Table 1.1, page 41, *State of State Records*)

a. Budget \$ _____

b. Actual expenditures \$ _____

2.2 Sources of funds. Please indicate the sources of funds used for developing your program's budget. Provide the total dollar amount received from each source.
(Data from FY2006 for this section can be found in Table 1.2, page 43, *State of State Records*)

a. Appropriations \$ _____

b. Fees \$ _____

c. Revolving funds \$ _____

d. Trust funds \$ _____

e. Grants \$ _____

f. Endowments. \$ _____

g. Membership dues \$ _____

h. Other (specify in Question 2.3) \$ _____

2.3 If your program had “Other” sources of funds (Question 2.2h), please describe them:

2.4 In Question 2.1, above, you specified your total expenditures in FY2008. Please indicate how these expenditures were allocated among the following three categories:

- a. Personnel _____ %
- b. Operations _____ %
- c. Capital _____ %

2.5 The total budget/expenditures indicated in 2.1, above, cover the following functions (check all that apply):

- a. Records management
- b. Archives
- c. Local government records
- d. Grants
- e. Building construction or renovation
- f. Major equipment/real estate purchases
- g. Other one-time or nonrecurring expenses (please specify in 2.6)
- h. Other (please specify in 2.7)

2.6 If your program had “Other one-time or nonrecurring” expenses in question 2.5g, above, please describe them:

2.7 If your program had “Other” expenses in question 2.5h, above, please describe them:

**SECTION 3:
STAFFING**

3.1 Please give number of FTEs for paid staff in the following categories on June 30, 2008.

Records management	Administration/management	_____ FTEs
	Professional	_____ FTEs
	Technical	_____ FTEs
	Support/clerical	_____ FTEs

Archives	Administration/management	_____ FTEs
	Professional	_____ FTEs
	Technical	_____ FTEs
	Support/clerical	_____ FTEs

Other	Administration/management	_____ FTEs
	Professional	_____ FTEs
	Technical	_____ FTEs
	Support/clerical	_____ FTEs

3.2 Of your total paid staff FTEs, approximately how many were allocated to the following functional areas on June 30, 2008?

Electronic records	Administration/management	_____ FTEs
	Professional	_____ FTEs
	Technical	_____ FTEs
	Support/clerical	_____ FTEs

Preservation	Administration/management	_____ FTEs
	Professional	_____ FTEs
	Technical	_____ FTEs
	Support/clerical	_____ FTEs

STAFFING LEVEL

3.3 Has your staffing level changed significantly during the last 5 years? (check one)

Yes

No

3.4 If you answered “yes” to Question 3.3, please explain how your staffing level has changed during the last 5 years, providing number of staff added/eliminated, functional areas affected, and reasons for increase/decrease.

STAFF TITLES AND SALARIES

Entry-level professional job categories. Please provide the formal job titles, salary ranges, and minimum pre-employment criteria for the following categories

3.5. Entry-level professional archivist

a. Title _____

b. Salary range _____

3.6. Entry-level professional records manager

a. Title _____

b. Salary range _____

3.7. Title and salary of the director of the reporting program specified in Question 1.2
(e.g., state/territorial archivist and/or state/territorial records manager)

a. Title of director of reporting program

b. Salary of director of reporting program on June 30, 2008

\$ _____

c. Year in which appointed to current position

**SECTION 4:
RECORDS-RELATED AUTHORITY AND SERVICES**

4.1 Total volume of records scheduled for both disposal and permanent retention in FY2008.

Total number of linear/cubic feet _____

Number of series _____

Number of agencies _____

**SECTION 5:
ARCHIVES HOLDINGS**

For many types of records, we give you the option of reporting them in either number of items or linear feet. However, do not report an item or group of materials more than once. For instance, if you know the number of photographs as well as the linear feet they occupy, give one or the other, not both.

Use the following approximations, if necessary, to estimate total number of linear feet:

1 Hollinger box/document case (approx. 12"x5"x10") = 0.5 lin/cu ft
1 record center carton (approx. 15"x12"x10") = 1 lin/cu ft
1 transfer carton (approx. 24"x12"x10") = 2 lin/cu ft
1 filing cabinet drawer = 2 lin/cu ft

5.1 Total volume of all records held by state/territorial archives at close of FY2008.

State/territorial government records _____ lin/cu ft

Local government records _____ lin/cu ft

Nongovernment records _____ lin/cu ft

Total, all archives holdings _____ lin/cu ft

5.2 Total volume of all records accessioned by state/territorial archives during FY2008.

State/territorial government records _____ lin/cu ft

Local government records _____ lin/cu ft

Nongovernment records _____ lin/cu ft

Total, all accessions _____ lin/cu ft

5.3 Does your state/territorial archives have an electronic records initiative or program?

Yes (please answer Question 5.4)

No (skip to Question 5.5)

We do not yet have a program, but expect to implement one by (date): _____

5.4. If you have an electronic records program/initiative, please indicate which of the following are included (check all that apply)

Policies

- Electronic records management and preservation policies
- Policies for the management of web-based records
- Email management policies
- Preservation standards (e.g., file formats, metadata)

Scheduling

- Retention and disposition schedules that include electronic records

Accessioning/ingestion

- Accessioning/ingestion of electronic records with permanent value

Other

Please explain: _____

5.5 How have you changed your scheduling methodology to incorporate electronic records?

5.6 Electronic records are accessioned (check one)

- Regularly
- Occasionally, on a case by case basis
- Never
- Other (please explain)

5.7 What volume of electronic records did the state/territorial archives hold as of June 30, 2008? (Please explain the units of measurement used, if necessary, or indicate "None" if applicable.)

5.8 Electronic records are stored and managed (check all that apply)

- In a digital repository operated by the state/territorial archives
- In a central state or territorial data center
- By a third-party service provider
- Other (please describe) _____

**SECTION 6:
RECORDS CENTER HOLDINGS AND SERVICES**

6.1 Total volume of all records held by state/territorial records center at close of FY2008.

State/territorial government records	_____	lin/cu ft
Local government records	_____	lin/cu ft
Nongovernment records	_____	lin/cu ft
Security microfilm (10 reels = 1 lin/cu ft)	_____	lin/cu ft

**SECTION 7:
DESCRIPTION AND ACCESS** (access to information about archival holdings)

7.1 Volume of records arranged and described during FY2008 at the series level or lower:

_____ lin/cu ft which comprise _____ series

7.2a For what percentage of total archival holdings are descriptions available via the Internet?

On agency's own website	_____	%
Through RLIN	_____	%
Through OCLC	_____	%
Through a statewide or regional network	_____	%
Other source (explain below)	_____	%

7.2b Explanation of other sources

7.3a How do you make actual records or information from those records available via the Internet? (Check all that apply)

- Memory project, digital collection, and/or web exhibit
- Teaching packets that include images/transcripts of documents along with curricula, lesson plans
- Other images of documents/records
- Transcripts of documents/records
- Contents of textual records converted to searchable databases
- Other sources or methods for online access to actual records or information from records (explain below)

7.3b Explanation of other sources or methods

**SECTION 8:
REFERENCE IN THE STATE/TERRITORIAL ARCHIVES**

(access to and use of the records themselves or information in those records)

8.1 How many requests for information about or to use archival records were received during FY2008 in the following categories:

- Regular mail, total number of letters _____
- Electronic mail, total number of requests _____
- Instant message, total number of requests _____
- In person, total number of daily visits (count an individual only once each day; if an individual visits several days in a row, count each day as a separate visit) _____
- By telephone, total number of calls _____

8.2 If you have the following statistics available for traffic on your agency's website, please supply these figures for FY2008.

- Number of unique visitors (individuals) _____
- Average length of stay in minutes _____

**SECTION 9:
RESEARCH HOURS AND FEES**

HOURS

9.1 Please indicate the hours that your state/territorial archives was open for in-person research during FY 2008. For each day of the week, indicate span of open hours (e.g., 9:00 am – 5:00 pm). If not open at all on that day, indicate “None.” Explanations of seasonal or other variations may be made in Question 9.2.

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

9.2 Explanation of seasonal variations or other factors affecting hours indicated in Question 9.1.

FEES – STATE ARCHIVES

9.3 Does your state/territorial archives charge research fees for responding to extensive reference questions?

- Yes
- Occasionally or on a case-by-case basis
- No

9.4 If applicable, how much does your program charge per hour for responses to extensive reference questions?

\$ _____

9.5 Does your program charge in-state and out-of-state researchers different rates?

- Yes
- No
- It varies (please explain): _____

9.6 In addition to copying and duplication fees, does your program charge "use" fees for the publication of items from your image collections?

- Yes
- No (If no, skip to Question 9.8)

9.7 If applicable, does your program charge different rates for non-profit and for-profit usage?

- Yes
- No
- It varies (please explain): _____

FEES – STATE RECORDS CENTER

9.8 Does your state or territory operate a records center for the temporary storage of nonpermanent records?

- Yes
- No, the temporary storage of nonpermanent records has been outsourced to a nongovernment entity (skip to Question 9.13)
- Our state/territory does not have any provisions for temporary storage of nonpermanent records (skip to Question 9.13)
- Other provisions (please explain) _____

9.9 If yes, do you charge agencies for usage of your state/territorial records center?

- Yes
- No (skip to Question 9.13)
- It varies (please explain): _____

9.10 If yes, is the fee primarily a per-cubic-foot/box fee?

- Yes
- No (skip to Question 9.12)
- It varies (please explain): _____

9.11 If yes, please indicate the amount charged per cubic foot or box.

\$ _____

9.12 Which of the following other fees does your program charge relative to use of the state/territorial records center?

- Ingest fees
- Retrieval fees
- Disposal fees
- Other (please explain) _____

FEES-OTHER

9.13 What other fees does your state/territorial archives and/or records management program charge (please explain briefly)?

**SECTION 10:
ISSUES AND INITIATIVES**

10.1 Please explain briefly any records-related initiative(s) you have planned in the next 2 to 3 years:

10.2 What are the three most important issues or concerns facing your agency in the next 2 to 3 years?

- a.

- b.

- c.

Comments:

REPORT COMPILED BY

Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail address _____

Head of reporting agency [if not the same as above]:

Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail address _____