



## Instructions for FY2008 CoSA Survey of State Archives and Records Management Programs

The Council of State Archivists is conducting a survey of state archives and records management programs, collecting selected core data for FY2008 in the following areas:

- ✔ Finances
- ✔ Staffing
- ✔ Records scheduling
- ✔ Archives and records center holdings
- ✔ Description activity and access to records
- ✔ Reference activity
- ✔ Fees
- ✔ Issues and initiatives

Enclosed with your copy of the survey is the *State of State Records* report, which is based on the data collected in a comprehensive survey for FY2004 and a shorter one focused on core data for FY2006. We have annotated the FY2008 survey form to help you locate the comparable data submitted by your program during the two previous surveys. The report is also available on the CoSA website at <http://tinyurl.com/6za4pm>.

If you would like a complete copy of the FY2006 survey form with the data you submitted earlier, please contact Vicki Walch ([vwalch@statearchivists.org](mailto:vwalch@statearchivists.org) or phone 319-338-0248).

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### Step-by-step instructions for responding to the CoSA FY2008 Survey

1. **Review these instructions and the paper version of the survey.** This will give you an overview of both the process for responding to the survey and the kinds of data we are asking you to supply.
2. **Using the paper version of the survey form, 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.  
  
For states in which the archives and records management programs will be reporting separately because they are assigned to different agencies, not all of the questions will apply. Please just leave these blank or enter “NA” for “not applicable.”
3. **If you are not sure about how to answer any of the questions,** contact CoSA staff for clarification or assistance.
4. **To submit your data online,** following this link:  
<http://tinyurl.com/6azguy>
5. **Follow the “Guidelines for entering data”** (provided below) carefully 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.

6. **Additional background information** on the 2008 Survey as well as downloadable copies of the questionnaire, survey instructions, and data entry guidelines are available on the CoSA website at <http://www.statearchivists.org/projects/2008survey/>
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## **Guidelines for entering data online for the FY2008 CoSA Survey of State Archives and Records Programs**

### **Using the Online Data Entry Form**

The online data entry form will allow you to input your own data and ensure that it is accurate and complete.

There are some **important things to remember** about using the online form to make sure that your data is saved properly once entered:

**You can exit the survey at any time and come back to keep working on data entry until you complete the entire process.** We are using SurveyMonkey, which allows respondents to leave the survey and then resume it later by placing a cookie on your computer's browser. *This means that you must use the same computer for all of your data entry activities and that cookies must be enabled.*

**Clicking "Next" at the bottom of the screen saves all of the data you entered on that screen.** To stop a data entry session, just click "Next" at the bottom of the last screen on which you entered data then close your browser.

**To resume data entry,** use the same computer and URL to access the survey. The data entry form should open at the next page in the data entry process.

**If you want to correct or add data,** simply use the same computer and URL to access your copy of the online survey. This should work even after you click "Done" on the last page. Then simply use the "Previous" or "Next" links to move through the pages until you reach the section you need to update or correct.

**If SurveyMonkey starts you on a new survey form,** you don't necessarily have to re-enter all of the data. Contact Vicki Walch ([vwalch@statearchivists.org](mailto:vwalch@statearchivists.org) or phone 319-338-0248) who can check to see if the data you entered earlier has been stored in the survey database. We can then figure out the best way to complete your data entry process.

**On the last page,** you will see a "Done" button. When you click on this, a screen will appear thanking you for your participation in the survey.

**If you discover later that you need to make corrections,** you can access your online survey entry form in the same way as described above for correcting or adding data while the data entry was in progress.

## Entering numeric data

We have not established validation criteria for entering numeric data, but ask you to try to observe the following general rules:

**For dollar amounts** (e.g., budgets, expenditures, salaries), round to whole numbers and do not include cents or commas. Examples:

**2.1. Please provide total for your program during FY2006.**

Budget \$	<input type="text" value="2500000"/>
Actual expenditures \$	<input type="text" value="2475000"/>

**For FTEs** (e.g., number of full-time equivalent hours devoted to specific functions), use whole numbers and/or decimals. Example:

**Archives**

Administrative/management FTEs	<input type="text" value="1.0"/>
Professional FTEs	<input type="text" value="3.0"/>
Technical FTEs	<input type="text" value="0.5"/>
Support/clerical FTEs	<input type="text" value="2.0"/>

## Entering explanations or descriptions for “Other” categories

If you check a box or fill in a dollar amount associated with an “Other” response, please explain your response briefly in the box that follows.

## Annotating or documenting your decisions

During the FY2004 and FY2006 surveys, a number of states provided annotations about the figures they provided if, for whatever reason, they wanted to explain their reasoning or provide context. Please feel free to do the same for the FY2008 survey. This should help us compare apples to apples across state lines. Equally important, it will help us compare FY2008 with survey data we collected earlier, and it will give guidance to whoever responds to and analyzes surveys for your agency in the future.

For the FY2004 and FY2006 surveys, many states simply opened a word processing document and made notes, question-by-question, whenever they made a decision about how to calculate a figure or wanted to explain a unique situation or struggled with what information to include or exclude. You’ll see that many of these appear as annotations in the tables contained in the *State of State Records* report in order to clarify each state’s responses. Once you have completed the online survey form, you can email a copy of the word processing document with your annotations so we have it for our files and the analysis.

**Deciding how to report data for programs in which state archival functions (e.g., reference, education, processing, technology, and conservation) are integrated into a larger program.**

Many states have this problem, particularly those in which the state archives is part of the state historical society. Our best suggestion, one that a number of institutions used in responding to the last two surveys, is to estimate the percentage of time spent on archives/records management by each individual (or workgroup) and report only the number of FTEs represented by that percentage. If you can't do that, then report the total number of FTEs, but tell us what other functions these individuals perform, e.g., library, museum, historic site management (use the word processing document, described above, for annotating your responses).

It has been suggested that one of our findings may be that all of these functions have become more integrated as a result of budget reductions and consolidation of responsibilities into smaller staff sizes. ***Bottom line: as long as you explain what you're reporting, you can report the numbers in whatever way is most appropriate for your own institution.***

### **Reporting holdings by linear/cubic feet, regardless of media.**

The Survey Management Team decided in 2006 that the most important thing to know about volume of records in your holdings is how much space they occupy, so we went with the linear/cubic foot rather than item counts.

**Example:** For microfilm we have suggested a rough conversion of 10 rolls per 1 linear/cubic foot, but you could also make this calculation based on how the rolls are stored. If they are in record center cartons on a shelf, then you could just measure the running feet of shelving that the cartons occupy. Or you could calculate the volume of the boxes in which they are stored (roughly 1 cu ft per RC carton or 0.5 cu ft per document case/Hollinger box). If they're in drawers, you could measure the width, length, and height of the drawer and convert that volume to cubic feet.

This same approach would apply to other media. Again, just annotate how you made your calculations, or what combination of approaches you used if they are housed in different ways throughout the facility.

### **Print-out of your agency's responses**

We know that many of you will want to have copies of the responses you provided for your own records and to confirm that they were entered properly.

While the online data entry system does not have that capability directly, CoSA staff will be able to provide a print-out for you after you have completed the data entry process. We'll send you a copy of your responses as soon as possible.

**Contact CoSA staff with any questions or concerns:**

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**PLEASE RESPOND NO LATER THAN FRIDAY, NOVEMBER 21, 2008!**