



DOCUMENTING GOVERNMENT

PROMOTING HISTORY

SECURING RIGHTS

Working Session, Monday, September 26, 2022

9:45 – 11:00 am Central

Tennessee State Library and Archives

Update 1: Programs

[State Electronic Records initiative \(SERI\) update, Michelle Gallinger, CoSA consultant](#)

[IDEA Committee, Cathy Popovitch \(Illinois\) and Dorothy Gidiere \(Alabama\)](#)

[Mentoring and New Archivists, Joy Banks, CoSA Executive Director](#)

Update 2: Big Questions

[Advocacy publication updates, Steve Murray, Alabama](#)

[Calls to the States, Anne Ackerson, CoSA consultant](#)

[Archives and Records Management \(ARM\) top issues, Tom Ruller, New York](#)

The following six 1-page documents will help frame and contextualize the conversations we'll have during our Working Session. To make this a more dynamic experience, we request that you review the materials in advance, think about the questions, and consider what you can contribute to our community reflections. A few copies will be available on the tables for reference.



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Update 1: Program: State Electronic Records Initiative (SERI) update

Overview: Michelle Gallinger, CoSA Consultant

PREPARE grant

CoSA received a two-year Andrew W. Mellon Foundation grant, a subaward from the University of Illinois to develop and deliver a variety of capacity-building activities for email preservation and access. This grant will be completed by the end of 2022. Resources developed focus on email appraisal, email policies, email preservation packages, roles and responsibilities in email management, and email processing software-testing findings.

BACKER grant

CoSA received a three-year National Leadership Grant from IMLS. Building Archival Capacity for Keeping Electronic Records (BACKER) has allowed SERI to update the DPCMM Self-Assessment survey and related tool to help archives level-up in their scores, develop a cultural competency program and community, and provide direct assistance and mentoring to state and territorial archives as they strive to increase their capacity and capability for managing electronic records.

Electronic Records Day

Register for Access Denied: a SERI webinar for Electronic Records Day

Oct 11, 2022 from 02:00 PM to 03:00 PM (ET)

Follow CoSA on Twitter [@StateArchivists](https://twitter.com/StateArchivists) – we will live tweet the Electronic Records Day webinar and amplify your state or territorial archives posts about Electronic Records Day

SERI Tools and Resources will distribute an Electronic Records Day poster. Be on the lookout!

- Spread the word through social media channels.
- Do a special post on your blog.
- Engage the public in a presentation on risks to digital content.
- Start a dialog with other entities in your area that work with e-records on a daily basis.
- Host a workshop on good digital preservation practices.

For discussion on the 2021-2014 [SERI Strategic Plan](#)

1. How is CoSA-SERI helping to improve management, preservation, and access to state and territorial government electronic records in your archives
2. Do you have any suggestions to help CoSA-SERI increase capacity and capability for state electronic records?
3. Have you benefited from CoSA's community of practice for staff preserving electronic records?
4. Do you have suggestions on how CoSA could support you in promoting the value and cultivating support for your electronic records program?
5. Sustainability of SERI is a concern, since it is mainly funded through grants and with support from our generous corporate sponsor, Preservica. Do you have other ideas for helping fund this program?



[Preservica](#) continues to support SERI and state and territorial archives in the management of electronic records. Many thanks for their sponsorship of SERI.



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Update 1: Program: IDEA Committee

Overview: Cathy Popovitch (Illinois) and Dorothy Gidiere (Alabama)

The Inclusion, Diversity, Equity, and Access (IDEA) Committee is the newest addition to CoSA's community of practice. The board approved the committee's charge in May 2022. The work of the committee will "ensure that CoSA is inclusive, diverse, equitable, and accessible to our members and partners, and to provide guidance and best practices for CoSA members in supporting diversity and cultural competency in their institution's programs and services."

Committee members gathered for the first meeting in September 2022 to discuss the Board's charge and think ahead to the work plan. The group considered the duality of purpose, looking both at CoSA's internal make up as well as how this committee might also serve each institutional member. Committee members expect to work collaboratively with other CoSA committees and programs and are interested to know more from the membership about the drive for this work as part of CoSA's strategic plan.

For discussion:

1. What outputs would you like to see from the IDEA committee?
2. How would you define each of the IDEA components (Inclusion, Diversity, Equity, and Access)?
3. What work in the areas of IDEA are you aware of at your or another institution? Are there institutional models to share with the CoSA community?
4. Have you referenced a particular document related to IDEA that could be added to the CoSA resource center?
5. Have you attended a particular training centering any of the IDEA components that could be a model?



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Update 1: Program: Mentoring and New Archivists

Overview: Joy Banks, CoSA Executive Director

For a number of years, CoSA facilitated a mentoring program, matching newly hired State Archivists with others who had years of experience in the field. The model worked well, introducing those new to their roles with the unique aspects of government archives and integrating them into the community of practice that CoSA fosters. Many of CoSA's most active leaders credit these mentoring experiences for their continued passion for the mission of our organization.

Since 2019, more than 20 new state and territorial archivists have been hired, a significant turnover in the field that overwhelmed CoSA's one-to-one mentorship model. This also happened during a time of great social upheaval, complications with pandemic related closures, and resultant Zoom-fatigue. While the CoSA Executive Director continued to send messages of welcome to those new hires, it was difficult to facilitate meaningful connections that would welcome new individuals into the CoSA community, and to expand mentoring and collaboration opportunities to state archives staff.

[CoSA's strategic plan](#) also includes a desire to nurture the entire field of state and territorial government archives. This may include mentoring opportunities for staff members as well, to improve community, facilitate the exchange of ideas, and improve retention of our community members over time. CoSA expects a continuing wave of retirements from key positions, so engaging authentic interest in government archives is crucial to the continued success of the field.

For discussion:

1. If you've had a positive mentoring experience, what were the markers of success for you?
2. Thinking beyond mentoring, how else might CoSA encourage participation of state archivists and state archives staff in the activities of the organization (e.g., committees, webinar presentations, research, etc.)?
3. What is the most valuable opportunity CoSA can offer to its community members?
4. How could the work of building community also support the tenants of inclusion, diversity, equity, and access both for our organizations and in your archives?
5. What suggestions do you have to improve the ways that CoSA tries to create community?



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Update 2: Big Questions: Advocacy publication updates

Overview: Steve Murray (Alabama)

The CoSA Advocacy Committee has an ambitious work plan this year, including creating and refreshing templates or other materials that you can adapt in local advocacy and awareness campaigns. The committee is also planning an update to the 2013 CoSA publication [The Importance of State Archives](#).

We're calling on you for assistance with both of these projects. During this breakout time, we wish to get feedback on your needs and how you see these tools working with your advocacy and awareness programs on the state/territorial level. Hopefully, you've had time to review the current version of [The Importance of State Archives](#) (March 2013) as well as the [CoSA Advocacy resources page](#) so our conversation will be expeditious and productive.

Beyond the working session, we will be looking for photos that illustrate use of your archives and for stories about the impact of your state government archives on people's lives. All of the stories included in the current version of *The Importance of State Archives* are meaningful and show the breadth and depth of the value of preserving state government records. We would like to update this document with more recent examples from your institutions.

For discussion:

1. What are your impressions about the 2013 publication, *The Importance of State Archives*? Reflect on both positive and negative aspects.
2. Who are the audiences for your institutional advocacy efforts?
3. Of the resources included on the Advocacy resources page, which seems the most useful? What resources might be missing?
4. If the advocacy committee were to develop template materials for your local advocacy efforts, what are the top priorities that should be addressed?
5. NARA has been in the news and political spotlight to a perhaps unprecedented degree in recent months. Have you observed any indications of this national attention extending to your state archives? Do you perceive any messaging needs that could be addressed by CoSA?
6. CoSA collaborates with a number of national organizations on advocacy efforts including the [National Coalition for History \(NCH\)](#), the [National Humanities Alliance](#), [EveryLibrary](#), and a joint working group of archival organizations that includes CoSA, [SAA](#), [NAGARA](#), and [RAAC](#). Are you aware of other groups, individuals, or networks that would continue building CoSA's profile as a leader in government archival conversations and advocacy efforts?

***If you are interested in contributing images or stories to the updated The Importance of State Archives, be in touch with the members of the Advocacy Committee or CoSA (info@statearchivists.org)*



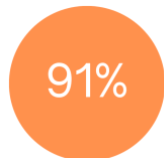
2022 Calls to the States Highlights



Percentage of states/
territories/DC reporting

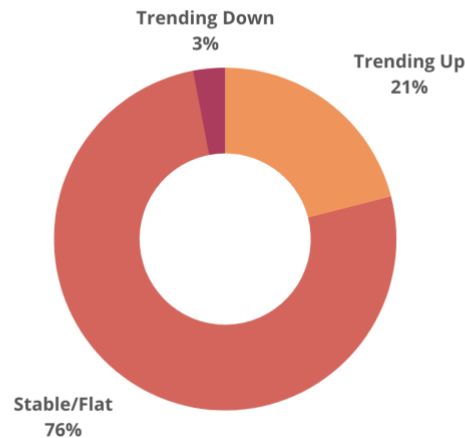


Percentage of CoSA members
reporting that their agencies are
doing well or very well



Percentage of members who find
CoSA's programming to be useful
to state archivists and to state
archives staff

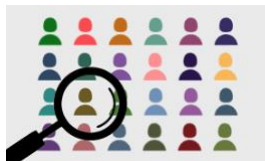
Funding Outlook



The Evolving Workplace



Nearly all reporting members have made sustained operational and/or programmatic changes in response to COVID-19. Among the most common include onsite public research by appointment, moving more records and programs online, and maintaining varying levels of remote work for staff.



The overwhelming majority of reporting members acknowledge the Inclusion-Diversity-Equity-Accessibility (IDEA) landscape has changed significantly – and for the better – over the past few years and there is broad recognition among them that expansion of diversity and inclusion in state and territory archives is positive and necessary.



State Historical Records Advisory Boards (SHRABs) in 40% of reporting members are not active. The pandemic, changing leadership, and lack of staff resources to manage the SHRAB were some of the most cited reasons for dormancy. Several states report they are poised to reinvigorate their SHRABs in the near future.

Critical Challenges



Electronic records
management + digital
preservation + access



Affording, attracting +
retaining qualified and
diverse people



Facilities:
storage needs/aging
infrastructures/c
moving/construction



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Update 2: Big Questions: ARM 2021 top issues

Overview: Tom Ruller (New York)

Every two years, CoSA conducts a comprehensive review of its membership through the Archives and Records Management (ARM) survey. The responses to this multi-part survey are then assessed and compiled into [The State of State Records reports](#). Conducting this survey is no small task. The ARM Survey Committee spends weeks reviewing each question of the survey's various components. This process has been guided the last several cycles by Veronica Martzahl, a consultant of CoSA.

The 2022 ARM survey is currently underway, and all components have now been distributed to the state and territorial archivists. In many cases, institutions divide the labor of completing the surveys among the relevant departments, especially those portions dealing with records management. If this is your first time completing the survey, we encourage you to reach out to your fellow state archivists in the online community, to CoSA (info@statearchivists.org), or to Veronica (veronica.martzahl@gmail.com).

Once the report is published, many members use the resultant report as a benchmark for their institutions. The statistics can often reveal where you have strengths and weaknesses compared to other state/territorial archives and can be used as a tool to negotiate for improvements and funding. Each report also includes rankings of long-term challenges. The [2021 State of State Records report \(pdf\)](#) ranked the following challenges as most pressing:

1. Budgets and funding
2. Building/expanding/managing electronic records infrastructure
3. Staffing

We look forward to 2023 report of the survey results and appreciate your time completing this critical data collection tool (*Responses due November 18, 2022*).

For discussion:

1. Discuss the 3 challenges above: Are these still top issues? How might CoSA help address member concerns and challenges?
2. How can CoSA share the outcomes of the ARM survey and resultant report more broadly?
3. How do you use The State of State Records report at your institution?
4. SAA recently released the [first A*CENSUS II report](#), with an additional report expected later this year focused on organizations. Are there other archival landscape surveys that may be useful to review as CoSA considers our data gathering in the future?