* Required Information / Pre-filled fields are BOLDED

Survey 2 Part 1: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

* **State or Territory Reporting (Select one option)**

Dropdown list of States/Territories/District that will be pre-filled

Survey completed by

*(a) Name

____________________________________________________________________

(b) Title

____________________________________________________________________

(c) Email

____________________________________________________________________
Survey 2 Part 1: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

Section 4: Authority, Resources and Activity
This section reports the amount of authority the state’s archives and/or records management program has for certain responsibilities, the resources available for each, and the degree of activity in the state for each.

4.1 Authority, Resources, and Activity for Executive Branch Agencies

4.1a Program establishes records-related standards/guidelines.

Authority
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources
(Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

Activity
(Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable
4.1b Program approves retention and disposition schedules.

**Authority**
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

**Resources**
(Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

**Activity**
(Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable

4.1c Program provides consultation and training on records-related practices and procedures.

**Authority**
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

**Resources**
(Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

**Activity**
(Select one option)
<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1d Program provides micrographic or original capture digital imaging services.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Select one option)</td>
<td>(Select one option)</td>
<td>(Select one option)</td>
</tr>
<tr>
<td>Very Active</td>
<td>Strong Authority</td>
<td>Fully Equipped</td>
</tr>
<tr>
<td>Moderate Activity</td>
<td>Moderate Authority</td>
<td>Moderately Equipped</td>
</tr>
<tr>
<td>Minimal Activity</td>
<td>Minimal Authority</td>
<td>Minimally Equipped</td>
</tr>
<tr>
<td>Not Active</td>
<td>No Authority</td>
<td>Not Equipped</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

| **4.1e Program accesses paper records into the state archives and/or regional repositories.** |
| (Select one option) | (Select one option) | (Select one option) |
| Authority | Resources | Activity |
| Strong Authority | Fully Equipped | Very Active |
| Moderate Authority | Moderately Equipped | Moderate Activity |
| Minimal Authority | Minimally Equipped | Minimal Activity |
| No Authority | Not Equipped | Not Active |
| Not Applicable | Not Applicable | Not Applicable |
4.1f Program accessions born-digital electronic records into the state archives and/or regional repositories.

4.1g Program accessions other formats (such as audio-visual materials) into the state archives and/or regional repositories.
**4.1h Program provides security storage for microfilm and/or electronic media.**

**Authority**
(Select one option)
- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

**Resources**
(Select one option)
- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

**Activity**
(Select one option)
- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable

**4.1i Program provides conservation services.**

**Authority**
(Select one option)
4.1j Program provides preservation services.

4.1k Program provides training to state government officials and employees.
4.1 Other 1 - Executive Agency Branch Offices

**Authority**
*Select one option*
- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

**Resources**
*Select one option*
- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

**Activity**
*Select one option*
- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable
4.1m Other 2 - Executive Agency Branch Offices

Authority
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources
(Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

Activity
(Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable

4.1n Other 3 - Executive Agency Branch Offices

Authority
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources
(Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

Activity
(Select one option)
Please describe any "Other" additions you rated.
Survey 2 Part 1: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

4.2 Authority, Resources, and Activity for Legislative Branch Agencies

4.2a Program establishes records-related standards/guidelines

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<td>No Authority</td>
</tr>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources (Select one option)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Equipped</td>
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<td>Minimally Equipped</td>
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</tr>
<tr>
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<table>
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<tr>
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</thead>
<tbody>
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</tr>
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4.2b Program approves retention and disposition schedules.

<table>
<thead>
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4.2c Program provides consultation and training on records-related practices and procedures.

4.2d Program provides micrographic or original capture digital imaging services.
4.2e Program accesses paper records into the state archives and/or regional repositories.
4.2f Program accessions born-digital electronic records into the state archives and/or regional repositories.

**Authority**
*Select one option*

- [ ] Strong Authority
- [ ] Moderate Authority
- [ ] Minimal Authority
- [ ] No Authority
- [ ] Not Applicable

**Resources**
*Select one option*

- [ ] Fully Equipped
- [ ] Moderately Equipped
- [ ] Minimally Equipped
- [ ] Not Equipped
- [ ] Not Applicable

**Activity**
*Select one option*

- [ ] Very Active
- [ ] Moderate Activity
- [ ] Minimal Activity
- [ ] Not Active
- [ ] Not Applicable

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4.2g Program accessions other formats (such as audio-visual materials) into the state archives and/or regional repositories.

**Authority**
*Select one option*

- [ ] Strong Authority
- [ ] Moderate Authority
- [ ] Minimal Authority
- [ ] No Authority
- [ ] Not Applicable

**Resources**
*Select one option*

- [ ] Fully Equipped
- [ ] Moderately Equipped
- [ ] Minimally Equipped
- [ ] Not Equipped
- [ ] Not Applicable

**Activity**
*Select one option*
(Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable

4.2h Program provides security storage for microfilm and/or electronic media.

Authority
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources
(Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

Activity
(Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable

4.2i Program provides conservation services.

Authority
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources
(Select one option)
4.2j Program provides preservation services.

Activity (Select one option)

☐ Very Active ☐ Moderate Activity ☐ Minimal Activity ☐ Not Active ☐ Not Applicable

Authority (Select one option)

☐ Strong Authority ☐ Moderate Authority ☐ Minimal Authority ☐ No Authority ☐ Not Applicable

Resources (Select one option)

☐ Fully Equipped ☐ Moderately Equipped ☐ Minimally Equipped ☐ Not Equipped ☐ Not Applicable

Activity (Select one option)

☐ Very Active ☐ Moderate Activity ☐ Minimal Activity ☐ Not Active ☐ Not Applicable

4.2k Program provides training to state government officials and employees.

Authority (Select one option)

☐ Strong Authority ☐ Moderate Authority ☐ Minimal Authority ☐ No Authority ☐ Not Applicable
4.2l Other 1 - Legislative Branch Offices

Authority (Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources (Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

Activity (Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable

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4.2m Other 2 - Legislative Branch Offices

Authority (Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable

Resources (Select one option)

- Fully Equipped
- Moderately Equipped
- Minimally Equipped
- Not Equipped
- Not Applicable

Activity (Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable
### Authority (Select one option)

- [ ] Strong Authority
- [ ] Moderate Authority
- [ ] Minimal Authority
- [ ] No Authority
- [ ] Not Applicable

### Resources (Select one option)

- [ ] Fully Equipped
- [ ] Moderately Equipped
- [ ] Minimally Equipped
- [ ] Not Equipped
- [ ] Not Applicable

### Activity (Select one option)

- [ ] Very Active
- [ ] Moderate Activity
- [ ] Minimal Activity
- [ ] Not Active
- [ ] Not Applicable

<table>
<thead>
<tr>
<th>4.2n Other 3 - Legislative Branch Offices</th>
</tr>
</thead>
</table>

### Authority (Select one option)

- [ ] Strong Authority
- [ ] Moderate Authority
- [ ] Minimal Authority
- [ ] No Authority
- [ ] Not Applicable

### Resources (Select one option)

- [ ] Fully Equipped
- [ ] Moderately Equipped
- [ ] Minimally Equipped
- [ ] Not Equipped
- [ ] Not Applicable

### Resources (Select one option)

- [ ] Fully Equipped
- [ ] Moderately Equipped
- [ ] Minimally Equipped
- [ ] Not Equipped
- [ ] Not Applicable
Survey 2: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

Please take a moment to share with us your experience completing this portion of the survey and any suggestions you have.

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