During 2012, the Council of State Archivists made significant progress on a number of new initiatives and ongoing projects. These include the following:

**CoSA in Transition.** As you know, our highly respected executive director, Vicki Walch, is retiring after 20 fruitful years of work with CoSA. Words cannot adequately express our gratitude for the passion, wisdom, and enthusiasm that Vicki has brought to CoSA. Our success is due in large measure to her leadership. We will miss her and we wish her well! Vicki’s retirement opens a new chapter for our organization. The baton now passes to Anne W. Ackerson, who has spent the last 15 years of her career as director of the Museum Association of New York. The CoSA office is moving next month to new quarters at the New York State Archives, and we are all working very hard to make this transition as seamless a one as possible for our members. You’ll find new contact information and other transition details on a separate sheet in this package.

The **State Electronic Records Initiative (SERI)** made considerable progress in 2012, laying critical groundwork for education, training, resource development, and advocacy about one of the most important issues facing state archives today: the management and long-term preservation of electronic records.

CoSA received a **$490,000 grant from the Institute of Museum and Library Services (IMLS)** focused on providing access to electronic records training for staff in all state and territorial archives. In order to meet the immediate need for training, scholarships of up to $1,000 per state are available for staff in all states and territories to attend existing training. In 2013; 2014, and 2015; each state and territorial archives will be able to send a staff member to week-long introductory and/or advanced electronic records institutes. Finally, CoSA will identify gaps in available electronic records training then develop a plan for developing curriculum for state archives staff.

CoSA has also received a **$139,750 grant from the National Historical Publications and Records Commission (NHPRC)** to promote best practices and tools for electronic records programs. The project will focus on two areas: (a) providing access to in-depth information about standards, best practices, and tools for the management and preservation of electronic records, and (b) delivering education and training to ensure that these standards, best practices, and tools are widely and effectively implemented. This project will begin on January 1, 2013.

Earlier in 2012, CoSA worked with Charles Dollar and Lori Ashley to use their Digital Capability Maturity Model as the basis for an **electronic records self-assessment survey** to help state archives gauge their progress toward implementation of a comprehensive program. This tool will be available to all state archives indefinitely so they can continue to monitor improvements over time. Development of the self-assessment has been part of the Shared Commitment to the American Historical Record (SCAHR) Project, 2010-2013, funded by NHPRC.
On the awareness front, CoSA convened a gathering of representatives from NAGARA, SAA, and NARA in early December to discuss areas of mutual concern and begin development of a joint statement about the impact, needs, and future of archives.

Early next year, CoSA will unveil a new brochure on the importance of state archives, designed for use with a variety of stakeholders at the state and national levels. Funded by the SCAHR grant, this report will incorporate data from the CoSA surveys, as well as photographs and anecdotes from various states on the challenges and successes of making governmental records accessible.

CoSA continued monthly web conferences for CoSA members and state archives staff on topics of high interest. In 2012, we held discussions on preserving email, records center operations, and court records, as well as activities of CoSA’s various projects. We will continue these monthly events in 2013 and welcome your suggestions for topics.

State Historical Records Advisory Boards (SHRABs) received a lot of attention from CoSA during 2012, perhaps most visibly in our first online SHRAB Town Hall, the September web conference which was greeted enthusiastically by the 70 SHRAB members who participated. In 2013 we will hold two more Town Halls and also roll out an updated SHRAB orientation program and SHRAB Member Manual, both prepared as part of the NHPRC-funded SCAHR Project. All of this activity is intended to strengthen the operations of the SHRABs and help them make good use of State and National Archival Partnership (SNAP) grants available to them from NHPRC. CoSA also hopes to facilitate communication among SHRAB members across state lines so they can learn from each other and collaborate with CoSA and other SHRABs on issues of mutual concern.

That SCAHR grant from NHPRC also supported the FY2012 Survey of State Archives and Records Management Programs. With 100% participation from the fifty states, DC, and all but two of the territories, the survey results provide a rich source for analyzing conditions in and challenges facing archives and records program today. We made more than 100 pages of data available for your review in October 2012 and will issue the final report in early 2013.

Work is now complete on the Intergovernmental Preparedness for Essential Records (IPER) project, funded by a $2.6 million grant from FEMA. IPER was an enormous project and truly a team effort.

CoSA-trained instructional teams delivered a total of 168 IPER classes to more than 3,630 students nationwide, exceeding our target of 3,360.

CoSA will maintain a license with iLinc, the webinar provider used to deliver the courses, at least through March 31, 2013, for use by states wishing to deliver IPER webinars.

CoSA developed self-directed versions of both IPER courses – Essential Records and Records Emergency Preparedness and Response – and distributed fifty CD-ROMs containing these courses to every state and territorial archives.

TEEX, a FEMA-funded online training provider, will host the online versions of the self-directed versions. TEEX, having now resolved technical issues, will make the courses available in early 2013. Students who complete the courses through TEEX will receive
credit toward FEMA certification and as well as other professional accreditation programs.

**Annual meeting.** The 2012 CoSA annual meeting was held jointly with NAGARA in Santa Fe, New Mexico. Despite continued economic challenges, attendance was strong. Many took advantage of the travel reimbursement allowance available to those states paying at least $2,500 in dues, often receiving support for those dues payments from their NHPRC SNAP grants. We’re looking forward to seeing many of you at the 2013 CoSA-SAA joint annual meeting in New Orleans, August 14-17. We understand that there will be an exceptional number of sessions of high interest to government archivists and records managers.