



The State of State Records

2015 edition

A Statistical Report on State Archives and Records Management Programs in the United States

Based on FY2014 survey

PART 2: Tables

September 2015



RECENT REPORTS AND PUBLICATIONS FROM THE COUNCIL OF STATE ARCHIVISTS

Reports and tables from all surveys conducted by the Council of State Archivists, 1993-2012, are available on the CoSA website.

The Importance of State Archives. April 2013. 8pp.

State Historical Records Advisory Boards (SHRABs): A Statistical Report. March 2013. 30pp.

State Electronic Records Initiative (SERI) -Phase I Report. June 2012. 66pp.

Local Government Archives Task Force products. 2010.

“Valuing and Protecting Local Government Records (case statement, 8 pp.) and
“Doing your part for the records that are Closest to Home and Closest to You” (call to action, 2 pp.).

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Section 1. Resources and administration

This section is designed to provide context on finances, staffing, and administration.

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Legend for all tables unless otherwise noted:


	= No report	Program scope:	ARM = Joint archives and records management program	RM = Records management program	A = Archives program
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Table 1.1. Archives and records management budgets and expenditures for FY2012 (Q2.1, 2.2)

State / territory	Function	Budget	Actual expenditures	Funding sources					Explanation of "Other" category, plus additional comments
				Appropriations	Fees	Revolving & trust funds	Grants	Other	
Alabama	ARM	\$6,340,051	\$6,122,495	\$6,083,922			\$38,573		
Alaska	ARM	\$1,353,400	\$1,353,400	\$1,124,500	\$158,200		\$70,700		
Arizona	ARM								
Arkansas	A								
California	A	\$2,362,000	\$2,362,000	\$2,311,000					
California	RM	\$400,000	\$400,000	\$400,000					
Colorado	ARM	\$775,300	\$772,219	\$770,125	\$2,094		\$14,083		
Connecticut	ARM	\$3,105,334	\$1,562,524	\$599,600	\$974,409	\$1,518,190	\$11,158	\$1,977	Interest earned on the Historic Documents Preservation Account (Revolving Funds)
Delaware	ARM								
Florida	ARM	\$2,354,689	\$1,921,430	\$615,646	\$1,219,926	\$100,000	\$419,117		
Georgia	ARM	\$4,743,809	\$4,743,809	\$4,151,428	\$592,381	\$96,900			
Hawaii	ARM	\$1,084,698	\$1,058,318	\$1,084,698					
Idaho	ARM	\$1,220,000	\$1,217,600	\$807,400	\$219,300*		\$18,700	\$172,200	Contracts, Sales of Goods and Services * State Records Center
Illinois	ARM	\$360,393	\$482,145	\$454,352			\$27,793		Personnel expenses not included.
Indiana	ARM	\$1,990,740	\$2,064,824	\$1,528,405		\$386,754	\$75,581	\$74,084	Revolving Funds Reserves
Iowa	ARM	\$557,060	\$560,453	\$547,191			\$9,869		
Kansas	ARM	\$500,000	\$407,000	\$200,000	\$300,000				
Kentucky	ARM	\$5,133,192	\$4,971,268	\$2,076,995	\$3,040,026		\$16,170		
Louisiana	ARM								
Maine	ARM	\$764,612	\$802,942	\$764,612			\$36,573		
Maryland	A	\$8,772,035	\$8,362,626	\$2,067,281	\$6,555,713	\$943		\$149,041	Federal grant funds to support research endeavors related to the study of the legacy of slavery.
Maryland	RM								
Massachusetts	ARM	\$362,938	\$360,196	360,196			\$35,000		SNAP Grant
Michigan	A								
Michigan	RM								

State / territory	Function	Budget	Actual expenditures	Funding sources					Explanation of "Other" category, plus additional comments
				Appropriations	Fees	Revolving & trust funds	Grants	Other	
Minnesota	A								Funds are part of the larger budget of the Division of Library & Collections, and money is allocated from that on an as-needed basis. We are a non-profit, but also considered quasi-state so get funding from the state through legislative appropriations that are given to the MNHS as a whole (66% of the entire MNHS), as well as from federal grants, memberships, donations, etc.
Mississippi	ARM	\$4,099,988	\$4,034,645	\$3,762,067	\$95,033		\$177,545		
Missouri	ARM	\$2,514,766	\$2,514,766	\$1,677,726	\$755,468		\$80,781	\$790	Donations
Montana	A	\$369,293	\$357,413	\$369,293	\$492,964		\$45,743	\$402,000	We were given one time only funds to purchase and install compact shelving.
Montana	RM	\$658,106	\$492,964						
Nebraska	A	\$1,247,644		\$1,152,102		\$1,790		\$95,542	Includes all cash funds from Reference Room service fees and accrued interest.
Nebraska	RM	\$1,233,474	\$907,160	\$143,629		\$1,089,845			
Nevada	ARM	\$1,235,006	\$1,195,417	\$1,102,875	\$45,605		\$32,085		
New Hampshire	ARM	\$368,669		\$368,669					
New Jersey	ARM	\$956,018	\$980,386	\$820,398	\$135,620				
New Mexico	ARM	\$2,907,700	\$2,739,300	\$2,655,900	\$123,100	\$101,700	\$27,000		
New York	ARM	\$8,400,080	\$8,400,080	\$6,878,414	\$1,464,766			\$56,900	Appropriations are from a "special revenue account"-- not a direct services fee, but a fee on filings for mortgages and index numbers collected by the County Clerks. A portion goes to fund regular activities in place of a state budget line, and includes archival and local government records services. Other is Archives Fund revenue collected from sale of copies of records
North Carolina	ARM	\$4,515,043	\$4,005,681	\$2,624,200	\$1,730,316		\$7,932	\$152,595	Expected revenue to be raised from fees for copies and selling boxes to state agencies.
North Dakota	A	\$949,701	\$949,701	\$949,701	\$25,000	\$131,000	\$164,262		
North Dakota	RM								
Ohio	A	\$563,790	\$556,981	\$535,429	\$5,000		\$23,361		
Ohio	RM								
Oklahoma	ARM	\$894,159	\$775,825	\$235,784	\$233,976	\$193,883	\$230,516		
Oregon	ARM	\$3,809,553	\$3,505,761		\$3,640,684		\$168,869		Biennial budget so figures estimated.
Pennsylvania	ARM	\$3,134,689	\$3,014,204	\$2,433,422	\$684,827		\$16,440		

State / territory	Function	Budget	Actual expenditures	Funding sources					Explanation of "Other" category, plus additional comments
				Appropriations	Fees	Revolving & trust funds	Grants	Other	
Rhode Island	ARM	\$1,451,093	\$1,443,845	\$71,141		\$1,372,704			
South Carolina	ARM	\$1,450,688	\$1,450,688	\$1,450,688					
South Dakota	A	\$612,449	\$613,000	\$607,449				\$5,000	
South Dakota	RM								
Tennessee	A	\$3,465,808	\$3,441,299	\$3,270,261	\$111,957		\$59,081		
Tennessee	RM								
Texas	A	\$2,687,196	\$2,394,762	\$2,117,707	\$15,731		\$239,856	\$21,469	Interagency contracts
Texas	RM	\$1,987,000	\$1,790,500	\$506,773	\$1,757,600				
Utah	ARM	\$2,489,326	\$2,431,812	\$2,550,684	\$41,249		\$29,082		
Vermont	ARM	\$1,726,894	\$1,722,436						Secretary of State (SoS) Special Fund is a fund to which revenue generated by fees collected from most divisions is used to cover the costs for 3 SoS divisions, including the Vermont State Archives and Records Administration.
Virginia	ARM	\$4,842,561	\$4,667,264	\$4,842,561					
Washington	ARM	\$8,465,600	\$7,844,200		\$4,241,020	\$4,224,600	\$48,500	\$793,500	Other is comprised of a business enterprise fund that covers Imaging Services and an account of donations
West Virginia	A	\$2,032,000	\$1,512,000	\$6,000	\$35,000	\$1,260,000	\$90,000	\$641,000	Gifts and donations - \$20,000 Personnel - \$621,000
West Virginia	RM								
Wisconsin	A	\$2,645,000	\$2,640,000	\$897,000	\$259,000		\$27,000	\$1,550,000	Fees are an assessment paid by all state agencies. Other includes proportional amounts of capital building projects, debt service, and utilities at agency's headquarters. Also includes contribution from UW System Libraries for ARC Network courier delivery system to 13 campuses.
Wisconsin	RM								
Wyoming	ARM	\$1,292,020	\$1,335,639	\$1,242,020	\$50,000				
Total, all states		\$115,185,565	\$107,242,978	\$67,770,007	\$28,786,665	\$10,478,309	\$2,206,370	\$4,116,098	
Percent of total expenditures				63%	27%	10%	2%	4%	

Table 1.1. Archives and records management budgets and expenditures for FY2014

State / territory	Function	Budget	Actual expenditures	Funding sources					Explanation of "Other" category, plus additional comments
				Appropriations	Fees	Revolving & trust funds	Grants	Other	
District of Columbia	ARM								
American Samoa	ARM	\$248,000	\$248,000	\$248,000					
Guam	A	\$901,677	\$901,677	\$873,443	\$42	\$2,291	\$147,000	\$10,000	Endowments
N Marianas	ARM	\$5,000	\$5,000	\$1,500			\$500		
Puerto Rico	ARM								
Virgin Islands	ARM	\$67,500	\$67,500					\$67,500	General Fund - covers gross salary of dual position of Assistant Director of the Division and Territorial Archivist (\$67,500/yr)

Table 1.2. Archives and records management budgets and expenditures relative to total state expenditures.

State government expenditures obtained from NASBO State Expenditure Report, 2012-2014, accessed 25 August 2015. (<http://www.nasbo.org/publications-data/state-expenditure-report>)

State	Program	FY2012 actual expenditures for archives/ rec mgt	Rank /44	Total state govt expenditures FY2014 (\$ in millions)	Rank /50	% spent on ARM	Rank /44
Alabama	ARM	\$6,122,495	4	\$24,598	26	0.025%	3
Alaska	ARM	\$1,353,400	27	\$11,789	37	0.011%	18
Arizona	ARM			\$28,081	20		
Arkansas	A			\$20,688	31		
California	A&RM	\$2,762,000	14	\$199,425	1	0.001%	41
Colorado	ARM	\$772,219	37	\$28,777	19	0.003%	39
Connecticut	ARM	\$1,562,524	23	\$27,508	21	0.006%	32
Delaware	ARM			\$8,942	40		
Florida	ARM	\$1,921,430	21	\$62,990	5	0.003%	37
Georgia	ARM	\$4,743,809	6	\$41,143	14	0.012%	17
Hawaii	ARM	\$1,058,318	30	\$11,494	38	0.009%	23
Idaho	ARM	\$1,217,600	29	\$6,269	44	0.019%	9
Illinois	ARM	\$482,145	41	\$59,846	6	0.001%	43
Indiana	ARM	\$2,064,824	19	\$26,195	24	0.008%	26
Iowa	ARM	\$560,453	39	\$18,162	32	0.003%	36
Kansas	ARM	\$407,000	42	\$14,396	34	0.003%	38
Kentucky	ARM	\$4,971,268	5	\$25,649	25	0.019%	10
Louisiana	ARM			\$27,088	22		
Maine	ARM	\$802,942	35	\$8,106	41	0.010%	22
Maryland	A only	\$8,362,626	2	\$34,872	15	0.024%	4
Massachusetts	ARM	\$360,196	44	\$57,113	8	0.001%	44
Michigan	A&RM			\$47,287	11		
Minnesota	A			\$30,214	18		
Mississippi	ARM	\$4,034,645	9	\$18,035	33	0.022%	7
Missouri	ARM	\$2,514,766	17	\$23,364	27	0.011%	20
Montana	A&RM	\$850,377	34	\$5,919	46	0.014%	15
Nebraska	A&RM	\$907,160	33	\$9,876	39	0.009%	24
Nevada	ARM	\$1,954,417	20	\$7,622	43	0.026%	2
New Hampshire*	ARM	\$368,669	43	\$4,976	49	0.007%	27
New Jersey	ARM	\$980,386	31	\$48,646	10	0.002%	40
New Mexico	ARM	\$2,739,300	15	\$14,375	35	0.019%	11
New York	ARM	\$8,400,080	1	\$133,504	2	0.006%	31
North Carolina	ARM	\$4,005,681	10	\$49,922	9	0.008%	25

State	Program	FY2012 actual expenditures for archives/ rec mgt	Rank x/44	Total state govt expenditures FY2014 (\$ in millions)	Rank x/50	% spent on ARM	Rank x/44
North Dakota	A only	\$949,701	32	\$6,020	45	0.016%	14
Ohio	A only	\$556,981	40	\$57,922	7	0.001%	42
Oklahoma	ARM	\$775,825	36	\$20,931	30	0.004%	34
Oregon	ARM	\$350,5761	11	\$27,014	23	0.013%	16
Pennsylvania	ARM	\$3,014,204	13	\$84,746	4	0.004%	35
Rhode Island	ARM	\$1,443,845	26	\$7,907	42	0.018%	12
South Carolina	ARM	\$1,450,688	25	\$22,088	28	0.007%	29
South Dakota	A only	\$613,000	38	\$3,688	50	0.017%	13
Tennessee	A only	\$3,441,299	12	\$30,419	17	0.011%	19
Texas	A&RM	\$4,185,262	8	\$93,067	3	0.004%	33
Utah	ARM	\$2,431,812	18	\$11,822	36	0.021%	8
Vermont	ARM	\$1,722,436	22	\$5,017	48	0.034%	1
Virginia	ARM	\$4,667,264	7	\$43,372	12	0.011%	21
Washington	ARM	\$7,844,200	3	\$33,175	16	0.024%	5
West Virginia	A only	\$1,512,000	24	\$21,897	29	0.007%	28
Wisconsin	A only	\$2,640,000	16	\$41,324	13	0.006%	30
Wyoming	ARM	\$1,335,639	28	\$5,750	47	0.023%	6
Total, all states		\$107,242,978		\$1,653,030			
Average per state		\$2,462,969		\$33,060		0.011%	
Median, all states						0.010%	

**** NOTES:**

IL: Personnel expenses not included

NH: Figure given is amount budgeted; actual expenditures unknown.

Table 1.3. Allocation of actual expenditures among the categories of spending.
(Q2.4)

State/Territory	Program	Actual expenditures	Personnel (% of total)	Operations (% of total)	Capital (% of total)
Alabama	ARM	\$ 6,122,495	48%	52%	0%
Alaska	ARM	\$ 1,353,400	85%	15%	0%
Arizona	ARM				
Arkansas	A				
California	A	\$ 2,362,000	70%	30%	0%
California	RM	\$ 400,000	30%	70%	0%
Colorado	ARM	\$ 772,219	84%	16%	0%
Connecticut	ARM	\$ 1,562,524	38%	62%	0%
Delaware	ARM				
Florida	ARM	\$ 1,921,430	78%	22%	0%
Georgia	ARM	\$ 4,743,809	25%		
Hawaii	ARM	\$ 1,058,318	84%	16%	0%
Idaho	ARM	\$ 1,217,600	48%	51%	1%
Illinois	ARM	\$ 482,145	0%	100%	0%
Indiana	ARM	\$ 2,064,824	83%	17%	0%
Iowa	ARM	\$ 560,453	80%	20%	0%
Kansas	ARM	\$ 407,000	80%	20%	0%
Kentucky	ARM	\$4,488,620	63%	37%	0%
Louisiana	ARM				
Maine	A	\$ 802,942	57%	42%	3%
Maryland	A	\$ 8,362,626	75%	25%	0%
Maryland	RM				
Massachusetts	ARM	\$360,196	100%	0%	0%
Michigan	A				
Michigan	RM				
Minnesota	A				
Mississippi	ARM	\$ 4,034,645	64%	36%	0%
Missouri	ARM	\$ 2,5147,66	80%	20%	0%
Montana	A	\$ 357,413	76%	24%	0%
Montana	RM	\$ 492,964	90%	10%	0%
Nebraska	A	\$1,247,644	67%	33%	0%
Nebraska	RM	\$907,160	58%	42%	0%

State/Territory	Program	Actual expenditures	Personnel (% of total)	Operations (% of total)	Capital (% of total)
Nevada	ARM	\$1,195,417	78%	22%	0%
New Hampshire*	ARM	\$ 368,669	94%	6%	0%
New Jersey	ARM	\$980,386	91%	9%	0%
New Mexico	ARM	\$2,739,300	76%	24%	0%
New York	ARM	\$8,400,080	86%	14%	0%
North Carolina	ARM	\$4,005,681	79%	21%	0%
North Dakota	A	\$949,701	94%	6%	26%
North Dakota	RM				
Ohio	A	\$ 556,981	87%	10%	3%
Ohio	RM				
Oklahoma	ARM	\$ 775,825	67%	33%	0%
Oregon	ARM	\$3,505,761	67%	33%	1%
Pennsylvania	ARM	\$3,014,204	78%	15%	7%
Rhode Island	ARM	\$1,443,845	57%	43%	0%
South Carolina	ARM	\$1,450,688	66%	34%	0%
South Dakota	A	\$613,000	60%	36%	4%
South Dakota	RM				
Tennessee	A	\$3,441,299		28%	
Tennessee	RM				
Texas	A	\$2,394,762	50%	38%	12%
Texas	RM	\$1,790,500	66%	34%	0%
Utah	ARM	\$2,431,812	67%	33%	0%
Vermont	ARM	\$1,722,436	72%	9%	19%
Virginia	ARM	\$4,667,264	60%	40%	0%
Washington	ARM	\$7,844,200	35%	49%	16%
West Virginia	A	\$1,512,000	41%	59%	0%
West Virginia	RM				
Wisconsin	A	\$2,640,000	61%	7%	3%
Wisconsin	RM				
Wyoming	ARM	\$1,335,639	90%	10%	0%
Total		\$107,242,978			
Average			68%	29%	2%

State/Territory	Program	Actual expenditures	Personnel (% of total)	Operations (% of total)	Capital (% of total)
District of Columbia	ARM				
American Samoa	ARM	\$248,000	84%	16%	0%
Guam	A	\$901,677	97%	2%	1%
N. Marianas	A	\$5,000	0%	100%	0%
Puerto Rico	ARM				
U.S. Virgin Islands	ARM	\$67,500	100%	0%	0%

*** NOTES:**

NH: Figure given is amount budgeted; actual expenditures unknown.

Table 1.4. Finances-Trends, 1994-2014

	1994	2004	2006	2010	2012	2014	Percentage change from 2012	Percentage change from 1994
State Govt Expenditures, All states, FY2014, in millions **	\$781,092	\$1,187,439	\$1,338,139	\$1,617,118	\$1,664,751	\$1,653,030	-0.70%	111.63%
Archives & RM Expenditures, FY2014	\$88,730,696	\$134,453,152	\$182,216,154	\$104,677,850	\$112,334,441	\$107,242,978	-4.53%	20.86%

State	Function	1994	2004	2006	2010	2012	2014 expenditures
Alabama	ARM	\$3,284,848	\$3,465,037	\$4,632,761	\$5,588,952	\$5,275,067	\$ 6,122,495
Alaska	ARM	\$805,000			\$1,113,300	\$1,065,600	\$ 1,353,400
Arizona	ARM	\$717,200	\$1,502,067	\$1,911,900	\$1,490,036	\$1,656,000	
Arkansas	A	\$860,690	\$1,206,895		\$1,700,000	\$1,873,677	
California	A	\$5,590,000	\$6,622,000	\$2,219,000	\$2,701,000	\$2,489,000	\$ 2,362,000
California*	RM			\$3,291,328		\$400,000	\$ 400,000
Colorado	ARM	\$459,813	\$614,290	\$792,159	\$519,726	\$609,234	\$ 772,219
Connecticut	ARM	\$228,716	\$2,212,421	\$6,287,890	\$1,437,450	\$1,542,763	\$ 1,562,524
Delaware	ARM	\$1,146,100	\$3,270,740	\$3,055,400	\$1,795,100	\$2,091,575	
Florida	ARM	\$2,546,537	\$2,675,491	\$3,047,330	\$2,551,845	\$1,870,512	\$ 1,921,430
Georgia	ARM	\$2,973,614	\$6,422,481	\$6,360,254	\$5,603,781	N/A	\$ 4,743,809
Hawaii	ARM	\$821,330	\$696,016	\$799,041	\$714,000	\$727,000	\$ 1,058,318
Idaho*	ARM	\$255,000	\$258,000	\$8,000		\$888,126	\$ 1,217,600
Illinois*	ARM	\$3,263,917	\$3,222,729	\$3,712,500	\$357,000	\$429,045	\$ 482,145
Indiana	ARM	\$1,043,534	\$1,379,661	\$1,380,755	\$1,974,933	\$2,023,837	\$ 2,064,824
Iowa	ARM	\$252,757	\$429,452	\$453,369	\$610,000	\$436,807	\$ 560,453
Kansas	ARM	\$1,513,732	\$1,845,035	\$1,864,677	\$1,819,131	\$1,790,575	\$ 407,000
Kentucky	ARM	\$2,990,460	\$3,532,866	\$4,020,400	\$3,894,667	\$4,488,620	\$4,488,620

State	Function	1994	2004	2006	2009/2010	2012 expenditures	2014 expenditures
Louisiana	ARM		\$3,021,347	\$3,650,755	\$3,553,138		
Maine	ARM	\$572,604	\$860,000	\$878,300	\$928,670	\$928,670	\$ 802,942
Maryland	A	\$2,730,111	\$11,055,596	\$11,366,474	\$7,705,355	\$8,723,618	\$ 8,362,626
Maryland	RM			\$407,892		\$502,504	
Massachusetts	ARM	\$628,000	\$860,000	\$900,000	\$545,000	\$800,000	\$360,196
Michigan	A	\$1,280,100	\$1,661,500	\$739,000	\$768,000	\$790,000	
Michigan	RM				\$3,987,590	\$4,200,575	
Minnesota	A	\$2,750,000	\$2,172,839	\$5,000,000			
Mississippi	ARM	\$1,775,683	\$3,013,906	\$3,424,974	\$4,040,242	\$4,034,645	\$ 4,034,645
Missouri	ARM	\$2,421,690	\$2,551,212	\$2,763,535	\$2,538,619	\$2,535,227	\$ 2,5147,66
Montana*	A&RM	\$88,200	\$175,279	\$598,806	\$1,020,732	\$1,130,811	\$850,377
Nebraska	A	\$651,039	\$701,100	\$901,672	\$1,008,670	\$985,148	\$1,247,644
Nebraska	RM					\$1,031,322	\$907,160
Nevada	ARM	\$285,382	\$1,223,785	\$1,525,548	\$1,147,142	\$1,031,322	\$1,195,417
New Hampshire	ARM	\$258,518	\$328,538	\$394,757		\$4,519,202	\$ 368,669
New Jersey*	ARM	\$1,151,000	\$3,773,500	\$31,697,683	\$4,806,900	\$4,519,202	\$980,386
New Mexico	ARM	\$1,249,200	\$2,279,400	\$2,452,900	\$3,069,600		\$2,739,300
New York	ARM	\$15,525,000	\$17,200,000	\$20,224,657		\$7,346,754	\$8,400,080
North Carolina	ARM	\$2,536,569	\$3,114,487	\$3,645,910	\$4,666,665	\$4,977,493	\$4,005,681
North Dakota	A	\$350,000	\$1,164,027	\$556,000	\$1,168,184	\$800,488	\$949,701
North Dakota	RM			\$329,956	\$296,637	\$301,433	
Ohio	A	\$805,422	\$670,343	\$267,504	\$540,461	\$546,850	\$ 556,981
Ohio	RM						
Oklahoma	ARM	\$463,444	\$692,000	\$1,150,781	\$779,497	\$506,790	\$ 775,825
Oregon	ARM	\$1,650,000	\$2,751,627		\$1,549,225	\$2,665,589	\$3,505,761
Pennsylvania	ARM	\$4,716,695	\$4,158,888	\$3,943,355	\$2,224,052	\$2,469,959	\$3,014,204

State	Function	1994	2004	2006	2009/2010	2012 expenditures	2014 expenditures
Rhode Island	ARM		\$1,512,033			\$1,435,118	\$1,443,845
South Carolina	ARM	\$2,800,000	\$1,835,560		\$1,716,666	\$1,131,442	\$1,450,688
South Dakota	A	\$478,862	\$823,114	\$595,400	\$550,410	\$516,000	\$613,000
South Dakota	RM			\$348,292			
Tennessee	A	\$1,912,000	\$3,620,009			\$2,954,396	\$3,441,299
Tennessee	RM			\$1,300,000			
Texas	A	\$3,020,044	\$2,772,193	\$889,906		\$1,955,168	\$2,394,762
Texas	RM					\$1,989,200	\$1,790,500
Utah	ARM	\$1,502,000	\$1,973,754	\$2,301,236	\$2,324,900	\$2,362,305	\$2,431,812
Vermont*	ARM	\$754,438	\$1,715,000	\$591,000	\$1,311,640	\$1,615,061	\$1,722,436
Virginia	ARM	\$2,603,564	\$6,372,775	\$10,599,616	\$7,737,283	\$4,063,214	\$4,667,264
Washington	ARM	\$1,446,916	\$6,920,826	\$10,694,730	\$9,537,000	\$9,016,663	\$7,844,200
West Virginia	A		\$843,633	\$1,859,925	\$1,359,000	\$1,252,576	\$1,512,000
West Virginia	RM						
Wisconsin	A	\$2,868,635	\$1,462,245		\$330,000	\$388,000	\$2,640,000
Wisconsin	RM			\$1,304,400			
Wyoming	ARM	\$702,332	\$1,277,455	\$1,030,942		\$2,670,000	\$1,335,639
Total, all states		\$88,730,696	\$133,313,152	\$172,172,670	\$105,082,199	\$119,641,534	\$107,242,978
DC / Territory	Function	1994	2004	2006	2009/2010	2012 expenditures	2014 expenditures
Dist of Columbia	ARM		\$540,000	\$856,984	\$1,085,687	\$1,200,000	
American Samoa							\$248,000
Guam						\$306,313	\$901,677
N Marianas							\$5,000
Puerto Rico						\$1,010,000	
Virgin Islands						\$0	\$67,500

***Notes:**

CA-RM (2012): Expense figure is amount budgeted; actual expenditures unknown.

CT: The Historic Documents Preservation Fund was established in 2000. It receives its revenue from a \$3 filing fee on real estate filings with the Town Clerk. The fund reached its peak revenue year in 2006 as a result of the housing boom and has dropped to what appears to be a more normal level of revenue in 2010 and 2011.

ID (2006): Personnel not included.

IL (2010 & 2012): Personnel not included.

MT (1994): Archives only.

NH (2012): Expense figure is amount budgeted; actual expenditures unknown.

VT (2012): Archives and Records Management combined into one program in 2010.

**National Association of State Budget Officers, Fiscal Survey of the States (annual).

Fall 2014 report is available at: <https://www.nasbo.org/publications-data/fiscal-survey-states/fiscal-survey-states-fall-2014>

Table 1.5. Staffing (full-time equivalents): Records Management, Archives, Other and Total FTEs in State Archives and Records Management Programs for FY2014.
(Q3.1)

State/ territory	Program scope	Records Management full-time equivalents (FTEs)					Archives full-time equivalents (FTEs)					Other full-time equivalents (FTEs)					Total All FTEs
		Admin/ mgt	Profes- sional	Techni- cal	Support/ clerical	Total	Admin/ mgt	Profes- sional	Techni- cal	Support/ clerical	Total	Admin/ mgt	Profes- sional	Techni- cal	Support/ clerical	Total	
Alabama	ARM	0.5	1.5		0.5	2.5	1	5.5	1		7.5	4	19.5	4	6.5	34	44
Alaska	ARM		2			2		4	2		6			2		2	10
Arizona	ARM																
Arkansas	A																
California	A						4	18	4	6	32					0	32
	RM		3			3					0					0	3
Colorado	ARM	0.5	3.4	0	0.5	4.4	0.5	3.4	0	0.5	4.4	0	0	0	0	0	8.8
Connecticut	ARM	1	3	0	2.6	6.6	0	2	0	1.8	3.8	0	0	0	0	0	10.4
Delaware	ARM																
Florida	ARM	1	6	10	1	18	2	16	3	1	22					0	40
Georgia	ARM		1		4	5	2	6.5	1.5	2.5	12.5					0	17.5
Hawaii	ARM	1	1		2	4	1	5	2	2	10	1		2	1	4	18
Idaho	A						1	5	3	0	9	0	0	0	0	0	9
	RM	1	0	0	1	2					0					0	2
Illinois	ARM	2	11		6	19	3	5		1	9	5	1	13	1	20	48
Indiana	ARM	1.5	2	4	0	7.5	2	6	3	1	12	2.5	2	5	1	10.5	30
Iowa	ARM	0	0.25	0	1	1.25	0	1.75	1	0	2.75	0.25	0	0	0	0.25	4.25
Kansas	ARM	0.25	1		2.5	3.75	0.5	1			1.5					0	5.25
Kentucky	ARM	4	14	10	25	53	1	6	0	2	9	1	0	0	1	2	64
Louisiana	ARM																
Maine	ARM	1	1	1	2.5	5.5	1	2		1	4	2			1	3	12.5
Maryland	A					0					0	14	40		36	90	
	RM					0					0					0	3
Massachusetts	ARM	1	1		1	3	2	5		5	12					0	15
Minnesota	ARM						1	3			4						4

State/territory	Program scope	Records Management full-time equivalents (FTEs)					Archives full-time equivalents (FTEs)					Other full-time equivalents (FTEs)					Total All FTEs
		Admin / mgt	Professional	Technical	Support/ clerical	Total	Admin/ mgt	Professional	Technical	Support/ clerical	Total	Admin/ mgt	Professional	Technical	Support/ clerical	Total	
Mississippi	ARM	2	4	0	2	8	4	25	2	5	36	2	1	2	1	6	50
Missouri	ARM	3	4	15.5	2	24.5	4	7	4.25	2	17.25	3	13	1	0	17	58.75
Montana	A	.5	.5	0	0	1	.5	4	0	0	4.5					0	5.5
	RM	2	2	0	3	7					0					0	7
Nebraska	A & RM	2	1		8	11	1	1			2					0	13
Nevada	ARM	1	2	2		5	1	2	0.5		3.5	1	1	2		4	12.5
New Hamp	ARM	0.5	0	0	2.5	3	0.25	0.45	0	2.1	2.8	0	0	0	0	0	5.8
New Jersey	ARM						1	7	5	2.7	15.7	0	0	0	0	0	15.7
New Mexico	ARM	4		6	1	11	2	4		2	8	7	6	1	2	16	35
New York	ARM	2	14	0	6	22	3	15	3	7	28	2	2	2	2	8	58
N Carolina	ARM	2	10	13	1	26	5	25	6	2	38	1		1	2	4	68
N Dakota	A					0	4	7	2		13					0	13
	RM																
Ohio	A					0	1	5.5		1.5	8					0	8
	RM																
Oklahoma	ARM	0.5	0.5	0.5	0.5	2	0.5	2.5	0.5	1.5	5					0	7
Oregon	ARM	1	4	1	3	8	1	5		1	7	1	1	4	0.5	6.5	21.5
Pennsylvania	ARM	1	1	5.5		7.5	3	15	1	2	21	0	0	0	0	0	28.5
Rhode Island	ARM	0.5	3.5	0	0.25	4.25	0.5	2	0	0.75	3.25	0	0.5	0	0	0.5	8
S Carolina	ARM	1	3			4	1	6	2	0.5	9.5					0	13.5
S Dakota	A					0	1	4	2	1	8					0	8
	RM																
Tennessee	A					0	4	13	10	16	43						43
	RM																
Texas	A		1			1	2.5	13	1	2.5	19	1.5	4	1.5	6.7	13.7	33.7
	RM	5	6		19	30					0					0	30

State/territory	Program scope	Records Management full-time equivalents (FTEs)					Archives full-time equivalents (FTEs)					Other full-time equivalents (FTEs)					Total All FTEs
		Admin/mgt	Professional	Technical	Support/clerical	Total	Admin/mgt	Professional	Technical	Support/clerical	Total	Admin/mgt	Professional	Technical	Support/clerical	Total	
Utah	ARM	2	3	2		7	2	6			8	2	5	5		12	27
Vermont	A	2	2	2		6	1	2			3	2		1	3	6	15
Virginia	ARM	0	3	3	0.5	6.5	5	23	3	0.5	31.5	1	0	4	0.5	5.5	43.5
Washington	ARM	2.5	3	5	0	10.5	3	14.5	4	2	23.5	1	1	5	2	9	43
W Virginia	A		4			4	1	13			15					0	19
	RM																
Wisconsin	A					0	1.5	7	0.25	3.5	12.25		0.5		0.5	1	13.25
	RM																
Wyoming	ARM	1		4		5	2	3	1		6	1		6		7	18
TOTAL		50.25	122.65	84.5	98.35	354.75	77.75	327.1	68	80.35	553.2	55.25	97.5	61.5	67.7	281.95	1189.9

State/territory	Program scope	Records Management full-time equivalents (FTEs)					Archives full-time equivalents (FTEs)					Other full-time equivalents (FTEs)					Total All FTEs
		Admin/mgt	Professional	Technical	Support/clerical	Total	Admin/mgt	Professional	Technical	Support/clerical	Total	Admin/mgt	Professional	Technical	Support/clerical	Total	
Dist of Columbia	ARM																
Am Samoa		1	0	0	3	4	1	0	0	3	4	0	0	0	0	0	8
Guam						0		1	2		3	1	1	2	1	5	8
N Marianas					1	1	1				1					0	2
Puerto Rico																	
Virgin Islands	ARM	0.25	0	0	0	0.25	0.25	0	0	0	0.25	0	0	0	0	0	0.5

Table 1.6. Paid FTEs by functional area on June 30, 2014
(Q 3.2)

State/territory	Elec Rec Admin/ mgt FTEs	Elec Rec Prof FTEs	Elec Rec Tech FTEs	Elec Rec Support FTEs	Elec Rec Total FTEs	Preserv Admin/ mgt FTEs	Preserv Prof FTEs	Preserv Tech FTEs	Preserv Support FTEs	Preserv Total FTEs
Alabama	0.5	1			1.5	0.5	3	1	0	4.5
Alaska					0					0
Arizona	0	0	0	0	0	0	0	0	0	0
Arkansas										
California		0.5			0.5			2		2
Colorado	0	1	0	0	1	0	0	0	0	0
Connecticut	0.25	0.5	0	0	0.75	0	0.5	0.5	0	1
Delaware										
Florida	0	0.25	0	0	0.25	0	0	0	0	0
Georgia					0		1	1.5		2.5
Hawaii	0.25	0.25	2		2.5	0.25	0.25		0.25	0.75
Idaho					0					0
Illinois		1			1		1			2
Indiana	0.5	1			1.25	0.25		1		1.25
Iowa	0	0	0	0	0	0	0	0	0	0
Kansas	0.5	1			1.5					0
Kentucky	1	1.5	1		3.5	1	1			2
Louisiana										
Maine	3		1	1	5	3	2	1	1.5	7.5
Maryland										
Massachusetts	1	1			2		2			2
Michigan - A										
Michigan - RM										
Minnesota		1			1		1			1
Mississippi	1	0	3	0	4	0	0	0	0	0
Missouri	0	4	0	0	4	1	3	0	0	4
Montana – A & RM	0.5	1	0	0	1.5	0	0.25			0.25

State/territory	Elec Rec Admin/mgt FTEs	Elec Rec Prof FTEs	Elec Rec Tech FTEs	Elec Rec Support FTEs	Elec Rec Total FTEs	Preserv Admin/mgt FTEs	Preserv Prof FTEs	Preserv Tech FTEs	Preserv Support FTEs	Preserv Total FTEs
Nebraska	0	0	1		1		1			1
Nevada	0	1.5	2		3.5	0	0.5	0	0	0.5
New Hampshire	0.125	0	0	0	0.125	0	0	0	0.5	0.5
New Jersey	0	0	0	0	0	0	0	0	0	0
New Mexico	2	0	1	0	3	2	4	0	0	6
New York	0.5	3.5			4	1	0	1	0	2
North Carolina	1	2			3	0.5		1		1.5
North Dakota-A	0.2				0.2	0.2	1	0.2		1.4
North Dakota-RM										
Ohio		0.25			0.25					0
Oklahoma					0					0
Oregon	1	5		1	7	1	5			6
Pennsylvania	0	1	0	0	1	0	1.5	1	0	2.5
Rhode Island		0.5			0.5		0.5			0.5
South Carolina		1			1					1.5
South Dakota	0.25		0.25		0.5					0
Tennessee		3	3		6	1	1	6		8
Texas						1	12	1.5	0.5	15
Utah		1			1	1	3		1	5
Vermont	1				1		1			1
Virginia	1	2			3	2	3.5	4	0.5	10
Washington	2	5.5	0	0.5	8		0.2			0.2
West Virginia	0.5				0.5	1	3			4
Wisconsin	0.25	1.5	0.25		2	0.25	0.25	0.25		0.75
Wyoming					0					0
Totals	17.825	42.75	14.5	2.5	77.825	16.95	52.2	21.7	4.25	98.1

State/territory	Elec Rec Admin/mgt FTEs	Elec Rec Prof FTEs	Elec Rec Tech FTEs	Elec Rec Support FTEs	Elec Rec Total FTEs	Preserv Admin/mgt FTEs	Preserv Prof FTEs	Preserv Tech FTEs	Preserv Support FTEs	Preserv Total FTEs
District of Columbia										
American Samoa	1			3	4	1			3	4
Guam			1		1		1			1
N Marianas	1				1				1	1
Puerto Rico										
U.S. Virgin Islands					0					0

Table 1.7. Staffing level trends in FY2014
(Q 3.3, 3.4, 3.5)

State/territory	Program	Staffing level changed in last 5 years	Staffing level changed in last 10 years	Description of changes
Alabama	ARM	Yes	Yes	A succession of budget cuts during the Recession took us from 55 in 2008 to 32 in 2012. We have managed to regain several positions in the past couple of years but have plateaued. We also rely more heavily on part-time and temporary positions, especially in clerical and support positions.
Alaska	ARM	No	No	
Arizona	ARM			
Arkansas	A			
California	A	Yes	Yes	In 2013, we added a Managing Archivist position. Since 2007, we added on archivist position and lost one records management position. RM position was transferred to another division within the agency. Archivist positions were added due to increased workload relating to new programs.
California	RM	No	No	
Colorado	ARM	Yes	Yes	One electronic records archivist (1 FTE), to support the preservation of archival records, specifically to help develop a digital archives preservation program. One .4 FTE to support the records management program. One .4 FTE to support the develop of collections.
Connecticut	ARM	No	Yes	Between 2004 and 2009, three professional positions were added in Public Records, but two vacation positions were eliminated, including the Supervisor of State Records Center, in 2009 due to budget cuts resulting from the Great Recession. Those duties were assumed by an existing staff member who spends one day a week at the Records Center. The State Archives added one position between 2004 and 2009. Staffing in the Office of the Public Records Administrator and the State Archives has remained stable during the past five years, although there has been significant turn over in staff due to retirements and resignations.
Delaware	ARM			
Florida	ARM	Yes	Yes	Approximately 6-10 positions in the last 10 years. Bureau ended its COM, source document microfilm, microfilm processing, and preservation functions. Other reductions due to overall reduction in general revenue funds. Positions were lost in archives reference, processing, and records management.
Georgia	ARM	Yes	Yes	Budget cuts resulted in losses to staff in all areas except records management, which is funded by fees generated by the Records Center. In 2002, we had 54 employees
Hawaii	ARM	No	Yes	2009 Archives. Gained two technical positions for scanning/digitization of archives records for online access - new program. 2010 Records Mgt. Lost 2 professional analysts (one remaining) and one warehouse clerk (one remaining) 2010 Archives. Clerical support staff went from four (4) to two (2) 2012-2013 Archives. Added one (1) developer and (1) coder to develop our digital archives.

State/territory	Program	Staffing level changed in last 5 years	Staffing level changed in last 10 years	Description of changes
Idaho	A	Yes	Yes	Decrease=These positions were cut in the last five years from the Idaho State Archives: Historical Administrator, Oral Historian, Library Assistant 1, and two full-time Library Assistant 3 positions were cut to part-time. In the last 10 years the State Historian position was reallocated from the State Archives to Agency Administration and also serves as the Agency Associate Director.
Idaho	RM			
Illinois	ARM	Yes	Yes	We are down one conservationist (out of 2), and a couple of reference archivists due to budget issues. We have not replaced a secretary and a receptionist, both of which weren't needed. Modernizing in our micrographics section has allowed us to shed a couple of positions without a problem. at our peak 10 years ago, we had two mid-level managers in records management but those positions have been eliminated due to budget constraints. I have two open positions in reference that I hope to be able to replace.
Indiana	ARM	No	Yes	
Iowa	ARM	Yes	Yes	Eight full time positions from which staff retired or otherwise resigned for other employment were not refilled between 2000 and the end of FY2014. The same time period was marked by a sequence of State government wide budget cuts. No program functional areas were eliminated during that period of time, however the remaining staff's ability to perform all functions was stretched.
Kansas	ARM	No	No	Important note: Kansas ARM budget and staffing numbers for 2014 will appear to have decreased dramatically since the 2012 survey. While moderate decreases occurred in both funding and staffing over that period, a reorganization explains the large difference in statistics for the two years. In 2013, the Kansas Historical Society established a separate State Archives Division, which concentrates on state and local government records. Similarly, a Research Collections Division was created to address non-governmental documentary collections. There is still some overlap between the divisions, primarily in reference services, which the Research Collections Division provides for all documentary collections. ARM program staffing levels over the last decade oscillated within a relatively narrow range, but we ended FY14 at essentially the same level as we ended FY05: FY05: 5.5 FTE FY08: 5.5 FTE FY09: 4 FTE FY10: 4 FTE FY11: 4.25 FTE FY12: 3.75 FTE FY13: 7 FTE FY14: 5.25
Kentucky	ARM	No	Yes	Due to budget constraint we had to leave vacant 2 positions and have eliminated 5 positions.
Louisiana	ARM			
Maine	ARM	Yes	Yes	We had one position eliminated in 2008, but added one in 2011 and a half-time position in FY2014.
Maryland	A	Yes	Yes	Due to budget constraint we had to leave vacant 2 positions and have eliminated 5 positions.
Maryland	RM			
Massachusetts	ARM	Yes	Yes	Non-replacement of retirees, resignations from state service.
Michigan	A			
Michigan	RM			
Minnesota	A	Yes	Yes	I would say increased because all of my staff are now on regular operating budget whereas before I had 1.5 positions that were income/grant based -- this is a big deal for me because I now have a stable roster going forward. However, the number of staff over the last 10 years has decreased as we've moved away from federal grant projects. Also very important to note -- these staff numbers include only people formally designated as State Archives, but does not include people in other departments who perform State Archives work such as processing/cataloging and reference/access service in the library.

State/territory	Program	Staffing level changed in last 5 years	Staffing level changed in last 10 years	Description of changes
Mississippi	ARM	No	Yes	Reduced staff in Manuscripts processing; reduced staff in Reference Services; and consolidated microfilming in Archives and Records Center, reduced staff
Missouri	ARM	Yes	Yes	Recent changes include: consolidation of support staff duties; adding a conservator position
Montana	A	Yes	Yes	Archives lost 1 FTE...government records archivist.
Montana	RM	No	No	
Nebraska	ARM	Yes	Yes	2002 and 2008 represented 4 to 8 percent budget cuts for all state govt. agencies in Nebraska. We have experienced a number of staff who have retired during the last 7 years; these staff members have not been re-hired. Current professional and support staff have now assumed their duties (reallocation of assignments and tasks). In 2011, the Library/Archives was merged into a Collections Department (library, ref. services, archeology, museum, manuscripts, A-V, photographs), and an Associate Director was assigned to supervise all of the curators for these collection
Nevada	ARM	Yes	Yes	Archives staff was reduced by .5 FTE for statewide budget reductions in 2009 Imaging and Preservation Program's staff was reduced by 1 FTE in 2010 for statewide budget reductions. Imaging and Preservation Program's staff was reduced by 1 FTE in 2005 for statewide budget reductions.
New Hampshire	ARM	Yes	Yes	2004: hire temporary part-time (29.0 hrs/week) - aids Archives 2007: IT position transferred from Archives to Dept. IT Section (loss to Archives & RM) 2010: State Archivist retired 2010: State Records Manager promoted to State Archivist; RM not replaced (both Arch & RM now have half-time) 2011: clerk position moved to another division 2012: hired temporary full-time clerk -- 0.5 RM and 0.5 Archives 2014: One RM Clerk goes on extended medical leave, no replacement hired 2014: One clerk accepted new position in another department, not replaced - lose to both RM & Archives
New Jersey	ARM	Yes	Yes	Over the last 10 years the Archives staffing level has hit a high of 17 FTEs in 2005, been reduced to 13.5 FTEs in 2010 and came back up to 15.7 in FY 2014. While this fluctuation has put some constraints on our productivity, we have been able to maintain our core services of accessioning and processing records and providing reference services. Our biggest staffing challenge is the lack of trained staff in the area of electronic records which impedes our developing an electronic archives program. Secondly, the lack of exhibit staff limits the kind of outreach and educational programming we hope to pursue.
New Mexico	ARM	No	Yes	Our agency has 6 unfunded positions. Four of the positions are in records management, one is administrative law and one is in archives.
New York	ARM	Yes	Yes	Reduction in Force (2011): 6 support staff, local government regional program Retirements: (2010-2014): 20 including professional staff in local government regional program, administration and public programs. Support staff from Archival Services. Staff left for other employment(2011-2014): 5 including support staff from State Records Center, professional staff from grants administration.

State/territory	Program	Staffing level changed in last 5 years	Staffing level changed in last 10 years	Description of changes
North Carolina	ARM	Yes	Yes	Over the last 10 years we have seen a gradual reduction in processing assistant positions, as well as administrative support positions, along with the occasional loss of a professional position. The only functional areas impacted by these losses have been a slight reduction in certain aspects of our imaging services. Otherwise, we have been expected to maintain service levels seen during periods of higher staffing levels. In FY 13-14 we lost one processing assistant and one staff member from the State Records Center (records handler).
North Dakota	A	Yes	Yes	Legislature added one FTE in 2009. She processes manuscript and photograph collections. A secretary retired in 2012. We converted her position to micrographics technician allowing us to give a part time person full time with benefits. Legislature added one FTE in 2013. She processes film and video collections as well as manuscripts and photographs.
North Dakota	RM			
Ohio	A	Yes	Yes	Due to changes in funding, the staffing level has fluctuated between 6 - 12 FTEs in the last 10 years.
Ohio	RM			
Oklahoma	ARM	Yes	Yes	FY 2009 = 8 FY 2004 = 13 (Sept. 2005 was date of information) Overall budget decreases for agency.
Oregon	ARM	No	No	
Pennsylvania	ARM	Yes	Yes	Staff decrease with furloughs and attrition.
Rhode Island	ARM	No	No	
South Carolina	ARM	Yes	Yes	Over the past 5 years, agency full-time staff have fallen from 52 to 26 due to budget reductions. Over the past 10 years, agency full time staff have fallen from 98 to 26 due to budget reductions.
South Dakota	A	No	No	
South Dakota	RM			
Tennessee	A	Yes	Yes	Added a digital imaging services group (3); database and web management positions (2); archival bar-coding and cataloging team (2.5); and part-time processing staff. One electronic records archivist hired.
Tennessee	RM			
Texas	A	No	No	
Texas	RM	Yes		Records Management lost staff in 2011 due to budget cuts. Losses were 4 FTEs in Imaging and 1 FTE in the Records Center. Records center had further reductions of 3 FTEs between 2012-2014, due to attrition. 3 FTE positions were not filled when staff retired or found other employment. The positions were not filled because of a decrease in the workload at the records center.
Utah	ARM	No	Yes	Staffing was cut beginning in 2009 due to the recession. All functional areas of the organization were impacted with staff reductions occurring in each section of the organization. In 2013 the Archives received funding to implement a Transparency Web-site and open records initiative which allowed for the hiring of two FTE.

State/territory	Program	Staffing level changed in last 5 years	Staffing level changed in last 10 years	Description of changes
Vermont	ARM	No	Yes	A reorganization to combine records management and archives (previously residing in two separate state entities) under the Secretary of State's Office in 2008 established the Vermont State Archives and Records Administration (VSARA) with 23 FTE. A 2009 mandate to cut state positions (and a planned change to disband the State's micrographics program, which became part of VSARA in 2008) eliminated nine (9) positions and reduced staffing to 14. VSARA was successful in transitioning a grant-funded position to a permanent FTE in 2014, resulting in a total number of 15 positions.
Virginia	ARM	Yes	Yes	Virginia state budgetary reductions have continued over the past several years resulting in relatively little growth in programs and staffing. Reduced funds prevent us from replacing many staff retiring or leaving for other opportunities, and we continue to review and reprioritize our programming initiatives. Consequently, the staffing level reported in 2006 of 63 positions (7 records managers, 10 micrographics technicians, 15 state records/private papers archivists, and 31 local records archivists) has been reduced to 40.5 (total) by the end of fiscal year 2014, holding our staffing level that we reported for 2012-13. This reflects a 35.7% decrease in archival and records management staff.
Washington	ARM	Yes	Yes	In 2004 we had 79 staff, in 2009 we had 60, and in 2014 we had 40. The decreases between 2004 and 2009 resulted as the end of a large processing project and budget cuts. The cuts between 2009 and 2014 resulted from the slowdown in the economy which impacted our revenue and the Legislature reduced our revolving charges.
West Virginia	A	No	No	
West Virginia	RM		Yes	With the creation of the county Records Management and Preservation Board, two additional positions were created to help counties manage and preserve their records, and to initiate statewide digitization projects.
Wisconsin	A	No	Yes	Two FTEs added in 2007, stemming from a new state agency assessment to support the state archives program. One FTE added in 2014 to prepare for new preservation storage facility. Public records staffing is larger than during the 1970s-1990s, although now it is part of a larger Library-Archives division.
Wisconsin	RM			
Wyoming	ARM	Yes	Yes	Prior to 2011, the state archives lost 9-10 positions in the last ten years due to budget cuts, affecting all program areas.

State/territory	Program	Staffing level changed in last 5 years	Staffing level changed in last 10 years	Description of changes
District of Columbia	ARM			
American Samoa	ARM	No	No	
Guam	A	Yes	Yes	Last 5 years: 1 Professional in the Special Collections retired, no replaced. 2 Professional researchers retired, no replaced. Last 10 years: 1 Support clerical retired, no replaced.
N Marianas	ARM	Yes	Yes	10 Years ago - 5 5 Years ago - 3
Puerto Rico	ARM			
U.S. Virgin Islands	ARM	Yes	Yes	Decreased by 5.0 FTE within last 10 years, 4.0 FTE of which occurred during the last 5 years. Staff positions eliminated upon retirement/reassignment. Function areas affected: photo/micrographics lab, records management, public access. Reasons for decrease: Funding.

Table 1.8. Staffing in state archives and records management programs compared to staffing in all state agencies.

(Q 3.1). *Figures for staffing in all state agencies: 2013 Census of Government Employment and Payroll)

State	Total, ARM FTEs in state govt 2014	Total, FTEs all state agencies 2013*	% ARM of all state employees	State FTEs per Each ARM FTE	Rank x/44
Alabama	44	89,275	0.049%	2,029	10
Alaska	10	30,812	0.032%	3,081	21
Arizona		88,803			
Arkansas		74,338			
California	35	485,811	0.007%	13,880	42
Colorado	8.8	102,540	0.009%	11,652	40
Connecticut	10.4	78,847	0.013%	7,581	34
Delaware		31,941			
Florida	40	208,289	0.019%	5,207	30
Georgia	17.5	162,815	0.011%	9,304	37
Hawaii	18	72,138	0.025%	4,008	27
Idaho	11	28,922	0.038%	2,629	16
Illinois	48	153,890	0.031%	3,206	22
Indiana	30	109,580	0.027%	3,653	25
Iowa	4.25	67,351	0.006%	15,847	43
Kansas	5.25	61,100	0.009%	11,638	39
Kentucky	64	96,528	0.066%	1,508	6
Louisiana		92,054			
Maine	12.5	27,042	0.046%	2,163	11
Maryland	90	90,763	0.099%	1,008	2
Massachusetts	15	122,652	0.012%	8,177	36
Michigan		185,132			
Minnesota		102,633			
Mississippi	50	65,739	0.076%	1,315	5
Missouri	58.75	102,268	0.057%	1,741	8
Montana	21.5	27,107	0.079%	1,261	4
Nebraska	13	36,968	0.035%	2,844	19
Nevada	12.5	34,417	0.036%	2,753	18
New Hampshire	5.8	25,823	0.022%	4,452	28
New Jersey	15.7	161,503	0.010%	10,287	38
New Mexico	35	54,315	0.064%	1,552	7
New York	58	271,766	0.021%	4,686	29
North Carolina	68	172,912	0.039%	2,543	14

State	Total, ARM FTEs in state govt 2014	Total, FTEs all state agencies 2011	% ARM of all state employees	State FTEs per Each ARM FTE	Rank x/47
North Dakota	13	25,776	0.050%	1,983	9
Ohio	8	188,148	0.004%	23,519	44
Oklahoma	7	84,874	0.008%	12,125	41
Oregon	22.5	81,426	0.028%	3,619	24
Pennsylvania	28.5	205,068	0.014%	7,195	33
Rhode Island	8	23,758	0.034%	2,970	20
South Carolina	13.5	92,645	0.015%	6,863	32
South Dakota	8	18,770	0.043%	2,346	13
Tennessee	43	98,630	0.044%	2,294	12
Texas	63.7	365,985	0.017%	5,745	31
Utah	27	71,322	0.038%	2,642	17
Vermont	15	17,112	0.088%	1,141	3
Virginia	43.5	162,782	0.027%	3,742	26
Washington	43	137,902	0.031%	3,207	23
West Virginia	19	49,582	0.038%	2,610	15
Wisconsin	13.25	106,570	0.012%	8,043	35
Wyoming	18	15,603	0.115%	867	1
Total	1188.9	5,262,027	0.023%		
Averages	27	105,241	0.023%	5,284	

Table 1.9. Number of Archives FTEs relative to total number of linear/cubic feet of non-electronic records held by the state archives.

(Q3.1, 4.1, 4.2, 4.3, 4.4)

State	State Archives staff FTEs	Volume of <u>non-electronic</u> archival records held	Lin/cu ft per Archives FTE	Rank
Alabama	7.5	71,453	9,527	14
Alaska	6	25,590	4,265	34
Arizona				
Arkansas				
California	32	129,000	4,031	4
Colorado	4.4	100,000	22,727	
Connecticut	3.8	42,185	11,101	22
Delaware				
Florida	22	48,400	2,200	20
Georgia	12.5	82,781	6,622	11
Hawaii	10	12,625	1,263	39
Idaho	9	98,325	10,925	8
Illinois	9	74,500	8,278	13
Indiana	12	87,888	7,324	10
Iowa	2.75	37,624	13,681	28
Kansas	1.5	41,966	27,977	23
Kentucky	9	116,223	12,914	5
Louisiana				
Maine	6	118,000	19,667	
Maryland	90	366,916	4,077	1
Massachusetts	12	25,000	2,083	35
Michigan				
Minnesota				
Mississippi	36	92,923	2,581	9
Missouri	17.25	58,645	3,400	17
Montana	4.5	34,450	7,656	30
Nebraska	2	53,508	26,754	19
Nevada	3.5	16,418	4,691	37
New Hampshire	2.8			
New Jersey	15.7	41,699	2,656	24
New Mexico	8	15,234	1,904	38
New York	28	109,286	3,903	7
North Carolina	38	140,719	3,703	3
North Dakota	13	39,877	3,067	26

State	State Archives staff FTEs	Volume of <u>non-electronic</u> archival records held	Lin/cu ft per Archives FTE	Rank
Ohio	8	36,602	4,575	29
Oklahoma	5	25,650	5,130	33
Oregon	7	40,847	5,835	25
Pennsylvania	21	62,539	2,978	16
Rhode Island	3.25	11,278	3,470	41
South Carolina	9.5	29,408	3,096	31
South Dakota	8	23,937	2,992	36
Tennessee	43	44,580	1,037	21
Texas	19	71,284	3,752	15
Utah	8	57,261	7,158	18
Vermont	3	11,971	3,990	40
Virginia	31.5	80,000	2,540	12
Washington	23.5	190,030	8,086	2
West Virginia	15	26,158	1,744	32
Wisconsin	12.25	109,908	8,972	6
Wyoming	6	38,200	6,367	27
Total, all reporting states	643.25	2,529,236	300,700	
Averages per state	13		6,834	

Table 1.10. State archives and records management FTEs in 2014 and year of peak staffing (Q3.1, 3.5)

■ = No report □ = Partial report (no RM)

State	Peak year	Peak staffing	1994	2006	2010	2012	2014	2014 relative to peak year
Alabama	1985	75	44	39	35	32	44	-41%
Alaska	1986	18	4	■	8	10	10	-44%
Arizona	2007	36	6	29	26	27	■	
Arkansas	2011	25	19	23	23	25	■	
California	2009(A) 1998(R M)	32(A) 11(RM)	17	51	31	30.5	35	9%
Colorado	1974	24	6	8	8	7	8.8	
Connecticut	2007	13.1	3	12	11.2	9.4	10.4	-63%
Delaware	2005	41	8	30	30	30		-21%
Florida	2000	52	15.5	41.5	45	40	40	-100%
Georgia	1984	90	48	47	27	15	17.5	-23%
Hawaii	1992	29	14	18	16	16	18	-81%
Idaho	1990s	Unk.	3.5	2	9	12.6	11	-38%
Illinois	1990s	70	29.5	52	55	51	48	
Indiana	1985	42	21	34	36.5	33	30	-31%
Iowa	2000	12	5	7	6.5	5.2	4.25	-29%
Kansas	1996	44.5	■	39	29.5	26.3	5.25	-65%
Kentucky	2006	60	31	59	44	46	64	-88%
Louisiana	early 1980s	50	■	47	41	30	■	7%
Maine	1981	22	5	14	10	11	12.5	
Maryland	2009	101.4	35	101.2	77	100	90	-43%
Massachusetts	2006	21	11.5	21	12	12	15	-11%
Michigan	1990 (A) 1990 (RM)	17 (A) 25 (RM)	12	20	22.5	24.49	■	-29%
Minnesota			40	87	■	3.5	■	
Mississippi	2004	68.1	29.1	48	48	49.5	50	
Missouri	2001	72.5	32	63	72.5	60.5	58.75	
Montana	1980 (A) 2005 (RM)	7 (A) 9.5 (RM)	4	14	14	15.5	12.5	-27%
Nebraska	1991 (A) 1997 (RM)	17 (A) 15 (RM)	7	14.5	14.5	14	13	-19%
Nevada	1999	21	2.45	13.45	14.5	12.5	12.5	79%

State	Peak staffing	Peak year	1994	2006	2010	2012	2014	2014 relative to peak year
New Hampshire	12	1993	1	6	9.4	5.7	5.8	-52%
New Jersey	102	2010	5.5	91	102	91.5	15.7	-85%
New Mexico	42	2008	7	34.2	36	28	35	-17%
New York	100	2008	32.5	95	74.8	59	58	-42%
North Carolina	>80	ca. 1984-86	30	75	69.5	70	68	-15%
North Dakota	13 (A)	2009 (A)	10	17	16	16	13	0%
Ohio	21 (A)	1994 (A)	21	3.45	10.3	8.5	8	-62%
Oklahoma	16	1992	5.5	11.6	6	7	7	-56%
Oregon	26	1990	6		19.5	21	21.5	-17%
Pennsylvania	60.5	2001-05	19	50	29.5	29.5	28.5	-53%
Rhode Island	8	2004				8	8	0%
South Carolina	128	1988	29	37	26	13	13.5	-89%
South Dakota	8 (A)	1988 (A)	8	12	8	8	8	0%
Tennessee	100	2015	37	64	47	43	43	-57%
Texas	84	1994	22.75	66		64.75	63.7	-24%
Utah	36	1992	19	28	20	24	27	-25%
Vermont	23	2008	3.5	5	14	15	15	-35%
Virginia	63	2006	44	63	36	45.5	43.5	-31%
Washington	93	2007	9	83	46	57	43	-54%
West Virginia	19	2012	3.5	18	17	19	19	0%
Wisconsin	41 (A)	1994 (A)	22	9	5.5	7.3	13.25	-68%
Wyoming	27	2000	8	23	15.5	18	18	-33%

Table 1.11. Salaries of entry-level Archivists and Records Managers and of Electronic Records Archivists, as of June 30, 2014.
(Q 3.6, 3.7, 3.8)

State/territory	Fcn	Entry-level professional archivist		Entry-level professional records manager		Electronic records archivist	
		Title	Salary	Title	Salary	Title	Salary
Alabama	ARM	Archivist	\$30,725-48,924	Archivist	\$30,725-48,924	Archivist	\$30,725-48,924
Alaska	ARM	Archivist I	\$51,420-61,416	Records Analyst I	\$51,420-61,416		
Arizona	ARM						
Arkansas	A						
California	A	Archivist I	\$47,292-59,208				
California	RM						
Colorado	ARM	Archivist I	\$37,044-54,216	Archivist I	\$37,044-54,216	Archivist I	\$37,044-54,216
Connecticut		Librarian 1	\$61,373-79,424	Librarian 1	\$61,373-79,424		
Delaware							
Florida	ARM	Archivist I	\$35,439	Records Analyst I	\$27,296		
Georgia	ARM	Archivist I	\$35,111-58,519	Records Management Specialist	\$40,729-67,881	Electronic Records Manager	\$51,025-85,043
Hawaii	ARM	Archivist II	\$40,548-60,012	Archivist II	\$40,548-60,012	Digital Archives Developer	\$47,400-70,188
Idaho	A	Archivist	\$33,600-36,400				
Idaho	RM			Records Center Mgr/	\$34,320		
Illinois	ARM	Records Archivist	\$40,968-71,856	Records Archivist	\$40,968-71,856	Archival Program Administrator	\$53,460-114,564
Indiana	ARM	Records Analyst 3	\$30,082-51,168	Records Analyst 4	\$26,702-46,696	Business Systems Consultant - Intermediate	\$42,042-68,822
Iowa	ARM	Historical Program Specialist	\$46,321-70,574				
Kansas	ARM	Librarian 1	\$32,760-46,093	Librarian 1	\$32,760-46,093	Electronic Records Archivist	\$46,093-64,937
Kentucky	ARM	Archivist II	\$26,472-35,076	Resource Management Analyst I	\$29,124-38,580	Resource Management Analyst I	\$29,124-38,580
Louisiana		Archives Specialist 1	\$24,170-50,877	Archives Specialist 1	\$24,170-50,877	Archives Specialist 1	\$24,170-50,877
Maine	ARM	Archivist I	\$25,000-33,000	Records Center Supervisor	\$27,000-36,000	Archivist III	\$31,000-43,000
Maryland	A	Archivist Trainee	\$33,715				
Maryland	RM						
Massachusetts	ARM	Reference Archivist	\$31,000	Records Analyst	\$32,000	Electronic Records Archivist	\$60,000

State/territory	Fcn	Entry-level professional archivist		Entry-level professional records manager		Electronic records archivist	
		Title	Salary	Title	Salary	Title	Salary
Michigan	A						
Michigan	RM						
Minnesota	A						
Mississippi	ARM	Historic Resources Specialist I	\$29,500	Historic Resources Specialist I	\$29,500	Business Systems Analyst III	\$41,160
Missouri	ARM	Archivist	\$36,672	Records Analyst	\$32,904	Electronic Records Analyst	\$38,544
Montana	A & RM	Archivist 1	\$28,000			Electronic Records Archivist	\$30,000
Nebraska	ARM	Curator, Collections	\$37,000-\$45,000	Information Management Specialist	\$45,000-\$50,000		
Nevada	ARM	Archivist I	\$37,563	Records Analyst I	\$57,563		
New Hampshire	ARM			State Records Manager	\$38,512		
New Jersey	ARM	Archivist I	\$52,983-71,698				
New Mexico	ARM	Archivist - O (Operational)	\$39,132	Management Analyst - O	\$39,719		
New York	ARM	Archives and Records Management Specialist I	\$41,170	Archives and Records Management Specialist I	\$41,170	Archives and Records Management Specialist I	\$41,170
North Carolina	ARM	Archives and Records Professional (contributing)	\$29,791- \$63,459	Archives and Records Professional (contributing)	\$29,791- \$63,459	Archives and Records Professional (contributing)	\$29,791- \$63,459
North Dakota	A	Archivist I	\$3,380-\$5,634				
North Dakota	RM						
Ohio	A	Archivist I	\$33,000-41,000			Electronic Records Archivist	\$41,000-50,000
Ohio	RM						
Oklahoma	ARM	Archivist/Records Management Specialist, Level 1	\$26,502-44,170	Archivist/Records Management Specialist, Level 1	\$26,502-44,170		
Oregon	ARM	Archivist 1	\$39,492-57,492	Records Management Analyst 1	\$39,492-57,492		
Pennsylvania	ARM	Archivist I	\$44,792	Archivist I	\$44,792	Archivist I	\$44,792
Rhode Island	ARM						
South Carolina	ARM	Archivist	\$31,000-33,000	Records Analyst I	\$31,000-33,000	Electronic Records Analyst	\$32,000-34,000
South Dakota	A	Archivist	\$29,075-36,344				
South Dakota	RM						
Tennessee	A	Archivist I	\$39,000			Electronic Records Analyst	\$41,000
Tennessee	RM						

State/territory	Function	Entry-level professional archivist		Entry-level professional records manager		Electronic records archivist	
		Title	Salary	Title	Salary	Title	Salary
Texas	A	Archivist I	\$37,500-39,000	Agency Records Manager	\$49,000	Electronic Records Specialist	\$60,000-62,500
Texas	RM			Government Information Analyst Trainee	\$36,997-56,975		
Utah	ARM	Archivist	\$33,600-53,200	Archivist	\$33,600-53,200	Archivist	\$33,600-53,200
Vermont	ARM	Archivist I	\$35,984-55,827	Records Analyst I	\$35,984-55,827	Records Analyst III	\$53,560-84,011
Virginia	ARM	Archivist	\$35,000-40,000	Records Analyst	\$45,000-48,000	Electronic Policy & Program Coordinator	\$45,000-\$48,000
Washington	ARM	Library & Archival Professional 1	\$32,700-43,500	Program Specialist 3	\$42,600-57,000	Library & Archival Professional 4	\$49,300-66,500
West Virginia	A	Archivist I	\$27,732				
West Virginia	RM						
Wisconsin	A	Archivist	\$37,700			Archivist	\$37,700
Wisconsin	RM	Archivist	\$35,997-59,403				
Wyoming	ARM	Records and Data Management Specialist	\$38,568	State Records Analyst	\$36,000-42,400	not applicable	
Dist of Columbia	ARM						
American Samoa		Archivist	\$27,000	Administrative Assistant	\$21,000	Administrative Assistant	\$21,000
Guam	A	Project Archivist	\$50,000				
N Marianas		CNMI Archives	\$35,000	Archives Technician	\$26,000		
Puerto Rico	ARM						
U. S. Virgin Islands	ARM						

Average salary for each position

\$38,382

\$39,628

\$42,250

Table 1.12. Titles and salaries of the directors of the reporting programs as of June 30, 2014.
(Q3.9)

State/territory	Function	Title	Salary	Year appointed
Alabama	ARM	Director	\$131,518	2012
Alaska	ARM	State Archivist	\$113,952	2009
Arizona	ARM			
Arkansas	A			
California	A	Chief, Archives Division / State Archivist	\$98,615	2006
California	RM	State Printer	\$94,176	2012
Colorado	ARM	State Archivist	\$86,904	2012
Connecticut	ARM	State Archivist	\$81,432	2014
Delaware	ARM			
Florida	ARM	Bureau Chief	\$26,412-109,956	2005
Georgia	ARM	Archives Director/State Archivist	\$91,035	2012
Hawaii	ARM	Archives Administrator	\$84,204	2002
Idaho	A	State Archives Administrator	\$50,627	2014
Idaho	RM			
Illinois	ARM	Director	\$97,620	2004
Indiana	ARM	Director & State Archivist	\$88,234	2005
Iowa	ARM	Historical Division Administrator serving as State Archivist	\$77,702	2013
Kansas	ARM	Public Service Executive II	\$54,683	2006
Kentucky	ARM	State Archivist and Records Administrator	\$73,000	2008
Louisiana	ARM			
Maine	ARM	Director	\$42,000-65,000	2012
Maryland	A	State Archivist and Commissioner of Land Patents	\$99,275	
Maryland	RM			
Massachusetts	ARM	Director, Archives Division	\$68,000	1996
Michigan	A			
Michigan	RM			
Minnesota	A	State Archivist/Head of State Archives		2011

State/territory	Function	Title	Salary	Year appointed
Mississippi	ARM	Deputy Administrator / Director Archives and Records Services	\$74,100	2005
Missouri	ARM	State Archivist	\$77,256	2007
Montana	A	State Archivist	\$46,000	2005
Montana	RM			
Nebraska	ARM	Curator of Government Records/State Archivist	\$41,700	2011
Nevada	ARM	Assistant Administrator for Archives and Records Management	\$84,981	2009
New Hampshire	ARM	State Archivist & Director	\$65,000	2010
New Jersey	ARM	Director	\$100,000	2014
New Mexico	ARM	State Records Administrator	\$85,000	2014
New York	ARM	Assistant Commissioner and State Archivist	\$146,927	2003
North Carolina	ARM	Director, Office of Archives and History	\$76,900	2012
North Dakota	A	Division Director, State Archives	83,688	2008
North Dakota	RM			
Ohio	A	State Archivist	\$61,000	2010
Ohio	RM			
Oklahoma	ARM	Administrative Archivist	\$53,000	2008
Oregon	ARM	Director, Archives Division (State Archivist)	\$123,672	2005
Pennsylvania	ARM	State Archivist and Bureau Director	\$118,000	2014
Rhode Island	ARM	State Archivist, Public Records Administrator, and Director of Administrative Records	\$95,194	1995
South Carolina	ARM	Director	\$90,750	2009
South Dakota	A	State Archivist	\$52,125	2004
South Dakota	RM			
Tennessee	A	Assistant State Archivist	\$92,000	2000
Tennessee	RM			
Texas	A	State Archivist and Division Director	\$83,420	2010
Texas	RM	Director, SLRM	\$80,316	2012
Utah	ARM	Director and State Archivist	\$86,340	2003
Vermont	ARM	State Archivist	\$77,459	2012
Virginia	ARM	Director of Archival & Records Management Services Division	\$100,464	Vacant
Washington	ARM	State Archivist	\$115,000	2013

State/territory	Function	Title	Salary	Year appointed
West Virginia	A	Director, Archives and History	\$48,000	2009
West Virginia	RM			
Wisconsin	A	State Archivist and Division Administrator	\$104,000	2011
Wisconsin	RM			
Wyoming	ARM	State Archivist/Archives Manager	\$72,000	2011

Dist. of Columbia	ARM			
American Samoa	ARM	Territorial Archivist	\$36,000	2013
Guam	A			
N Marianas		Director of Library Programs and Services/CNMI Archives	\$38,000	2012
Puerto Rico	ARM			
U.S. Virgin Islands	ARM	Assistant Director, Division of Libraries, Archives and Museums (DPNR/DLAM) and Territorial Archivist	\$67,500	2012

Section 2. Extent of the record

This section contains data on the quantity of records held by state archives as well as their physical characteristics and subject matter covered.

- Table 2.1. Total volume of all non-electronic records held by state/territorial archives at close of FY2010. Includes both accessioned and unaccessioned records. (Q 4.1a and 4.2a)
- Table 2.2. Growth in volume of non-electronic archival records held by state archives, 1986-2010 (in cubic/linear feet). Includes state government, local government, and nongovernment records. (Q 4.1a and 4.2a)
- Table 2.3. Holdings of electronic records in FY2014: accessioned, non-accessioned, total held. (Q4.1b and Q4.2b)
- Table 2.4. Holdings of electronic records in FY2014, both accessioned and non-accessioned, by source. (Q4.1b and 4.2b)
- Table 2.5. Percentage of accessioned electronic records held in FY2014 that were born-digital or converted to digital form from other media. (Q4.4)
- Table 2.6. Holdings of electronic records: FY2014 compared with FY2006 and FY2010. (Q4.1b and Q4.2b)
- Table 2.7. Total volume of all records held by state/territorial records center at close of FY2014 (Q 6.1)

Legend for all tables unless otherwise noted:


	= No report	Program scope: ARM = Joint archives and records management program	RM = Records management program	A = Archives program
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Table 2.1 Total volume of all non-electronic records held by state/territorial archives at close of FY2014.

Includes both accessioned and unaccessioned records. (Q4.1a and Q4.2a)

State/ territory	State/territorial govt records (lin/cu ft)	Local govt records (lin/cu ft)	Non-govt records (lin/cu ft)	Total, all archives holdings (lin/cu ft)
Alabama	46,222		25,231	71,453
Alaska	25,100	590		25,690
Arizona				
Arkansas				
California	116,200	4,200	500	129,000
Colorado				102,423
Connecticut	34,879	3,054	3,004	42,185
Delaware				
Florida	44,552	978	2,869	48,400
Georgia				82,781
Hawaii	9,000		3,625	12,625
Idaho	30,500	2,000	2,000	102,825
Illinois	63,500	11,000		74,500
Indiana	97,888	17,306		115,194
Iowa	2,613			40,237
Kansas	49,466			49,466
Kentucky	102,238	13,985		116,223
Louisiana				
Maine				118,000
Maryland				366,916
Massachusetts	26,000			26,000
Michigan				
Minnesota				62,000
Mississippi	64,439	460	28,109	93,008
Missouri	49,400	8,158	1,086	58,645
Montana	23,080	1,360	10,540	34,580
Nebraska	21,997	12,710	18,840	53,547
Nevada	16,258	138	22	16,418
New Hampshire				
New Jersey	34,294	5,112	2,305	41,711
New Mexico	15,234			15,234
New York	109,554			109,286

State/ territory	State/territorial govt records (lin/cu ft)	Local govt records (lin/cu ft)	Non-govt records (lin/cu ft)	Total, all archives holdings (lin/cu ft)
North Carolina	93,610	49,819	11,192	154,621
North Dakota	20,662	9,136	10,779	39,877
Ohio	34,238	2,364		36,602
Oklahoma	26,306			26,306
Oregon	34,190	6,657		40,847
Pennsylvania				62,539
Rhode Island	11,278			11,278
South Carolina	21,883	7,721	354	29,458
South Dakota	13,647	5,271	6,831	25,749
Tennessee	31,503	2,909	10,168	44,580
Texas	68,508	2,740	2,035	71,284
Utah	57,339	18		57,717
Vermont	11,582	209		11,971
Virginia	48,256	26,080	5,685	80,005
Washington	80,734	109,296		190,030
West Virginia	8,398	36	19,887	28,321
Wisconsin	41,805	18,907	50,925	111,638
Wyoming	16,707	20,335	1,158	38,200
Total, all states	1,578,060	342,551	217,145	3,069,369

District of Columbia				
American Samoa	7650	0	0	7650
Guam	120	0	900	1020
N Marianas Islands	452	220	100	772
Puerto Rico				
U.S. Virgin Islands	8800	0	2000	10800

Table 2.2. Growth in volume of non-electronic archival records held by state archives, 1986-2014 (in cubic/linear feet).

Includes state government, local government, and nongovernment records. (Q4.1a and Q4.2a)

= Estimates

	LOWELL	NAGARA/ COSHRC	COSHRC	CoSA	CoSA	CoSA	CoSA
State/ territory	FY1986 (lin/cu ft)	FY1994 (lin/cu ft)	FY2004 (lin/cu ft)	FY2006 (lin/cu ft)	FY2010 (lin/cu ft)	FY2012 (lin/cu ft)	FY2014 (lin/cu ft)
Alabama	21,648	31,995	49,400	46,532	46,793	47,348	71,453
Alaska	3,607	17,537	21,000	24,000	28,607	26,245	25,690
Arizona	5,100	8,543	12,984	14,313	19,309	28,486	
Arkansas	6,000	7,500	1,630	6,900	6,900	6,900	
California	55,000	63,000	89,433	93,508	106,000	116,000	129,000
Colorado	18,000	20,000	20,490	74,300	77,350	77,350	102,423
Connecticut	23,400	30,687	30,838	34,025	37,530	41,754	42,185
Delaware	15,000	27,000	41,635	36,282	39,353	40,561	
Florida	27,350	36,900	44,932	48,085	50,654	49,481	48,400
Georgia	85,000	70,936	83,686	76,436	84,926	80,212	82,781
Hawaii	9,199	10,104	10,001	10,238	10,653	12,625	12,625
Idaho	7,000	23,000	47,361	53,381	121,325	127,997	102,825
Illinois	60,000	67,800	74,064	74,918	73,000	84,000	74,500
Indiana	25,000	30,425	31,900	54,961	64,625	99,542	115,194
Iowa	16,200	21,700	32,235	32,863	35,513	40,000	40,237
Kansas	12,000	36,229	34,316	43,405	54,111	56,059	49,466
Kentucky	79,100	93,884	104,208	98,516	103,237	110,884	116,223
Louisiana	15,000	25,000	56,725	58,450	48,700	89,000	
Maine	18,000	20,200	43,608	32,075	45,000	66,995	118,000
Maryland	72,798	171,000	223,421	274,251	359,631	364,817	366,916
Massachusetts	30,000	32,000	35,374	22,598	24,196	25,700	26,000
Michigan	15,000	44,843	54,721	57,000	68,000	75,000	
Minnesota	37,000	85,386*	87,000*	54,000	58,000	60,449	62,000
Mississippi	6,919	21,000	19,741	24,078	76,801	84,065	93,008
Missouri	10,605	100,000	57,135	59,433	40,000	54,970	58,644
Montana	10,000	11,840	18,801	25,100	27,576	33,325	34,580
Nebraska	6,250	37,000	49,089	51,100	52,190	53,146	53,547
Nevada	5,186	7,482	15,156	15,803	15,986	13,817	16,418
New Hampshire	2,850	52,000	65,088	65,088	87,500	87,741	
New Jersey	11,000	20,640	31,280	32,771	43,088	42,213	41,711
New Mexico		15,000	35,600	39,221	27,694	29,965	15,234
New York	40,000	57,019	99,373	101,040	111,958	141,865	109,286

	LOWELL	NAGARA/ COSHRC	COSHRC	CoSA	CoSA	CoSA	CoSA	
State/ territory	FY1986 (lin/cu ft)	FY1994 (lin/cu ft)	FY2004 (lin/cu ft)	FY2006 (lin/cu ft)	FY2010 (lin/cu ft)	FY2012 (lin/cu ft)	FY2014 (lin/cu ft)	
North Carolina	30,500	44,134	124,669	125,893	137,463	152,880	154,620	
North Dakota	7,000	14,516	27,333	28,859	32,576	39,000	39,877	
Ohio	9,652	50,700	34,304	35,543	35,290	35,919	36,602	
Oklahoma	23,098	25,987	25,754	25,759	25,809	26,590	26,306	
Oregon	21,000	24,017	33,127	37,000	43,899	35,110	40,847	
Pennsylvania	28,000	50,650	67,520	69,293	75,409	78,336	62,539	
Rhode Island	1,800	4,597	5,500	6,600	8,000	10,810	11,278	
South Carolina	15,000	18,356	30,319	28,601	29,337	28,940	29,458	
South Dakota	3,000	8,500	14,380	18,495	20,188	25,600	25,749	
Tennessee	15,400	29,377	33,854	32,012	36,804	43,489	44,580	
Texas	26,171	32,000	81,666	83,082	70,000	65,878	71,284	
Utah	8,000	9,480	28,421	26,791	34,216	41,543	57,717	
Vermont	700	3,782	4,002	4,660	6,550	10,939	11,971	
Virginia	27,535	54,626	63,841	67,865	75,331	77,277	80,005	
Washington	35,000	36,682	64,433	149,514	171,500	178,743	190,030	
West Virginia	6,425	14,850	17,025	17,922	9,219	19,474	28,321	
Wisconsin	82,813	96,548	115,603	110,000	103,487	108,284	111,638	
Wyoming	12,000	26,585	34,400	35,087	34,000	37,346	38,200	
TOTAL	1,102,306	1,757,651	2,341,376	2,637,647	2,995,284	3,284,670	3,069,369	
Average	22,496	35,870	47,753	52,753	59,906	65,693	69,758	
Median	15,000	27,000	34,400	38,111	44,450	48,414	51,507	
			Increase per year (in feet)					
			1994-2004	2004-2006	2006-2010	2010-2012	2012-2014	
			58,373	148,136	89,409	144,693	-438,723	

Notes:

MN: FY1994 and FY2004 include both government and nongovernment records. FY2006, FY2010, and FY2012 are for government records only.

Table 2.3. Holdings of electronic records in FY2014
 Accessioned, non-accessioned, total held. (Q4.1b and Q4.2b)

State/territory	Accessioned (GB)	Non-accessioned (GB)	All electronic records held (GB)
Alabama	11,000		11,000
Alaska	7,000		7,000
Arizona			0
Arkansas			0
California	25,000	0	25,000
Colorado	3,423		3,423
Connecticut	94	0	94
Delaware			
Florida	242	0	242
Georgia		0	0
Hawaii	16,003		16,003
Idaho	0	0	0
Illinois	0	0	0
Indiana	20,613	1,500	22,113
Iowa	0	800	800
Kansas	87	0	87
Kentucky	7,000	93	7,093
Louisiana			
Maine	1,500		1,500
Maryland	125,982	0	125,982
Massachusetts			9
Michigan			
Minnesota			139,000
Mississippi	55,830	0	55,830
Missouri	10,341	0	10,341
Montana	14,000	0	14,000
Nebraska	5	0.5	5.5
Nevada	175	0	175
New Hampshire		4,000	4000
New Jersey	0	0	0
New Mexico	1,500		1,500
New York	1,273	6	1,279

State/territory	Accessioned (GB)	Non-accessioned (GB)	All electronic records held (GB)
North Carolina	17,866	13,674	31,540
North Dakota	12	4,000	4,012
Ohio	2,700		2,700
Oklahoma	4,763		4,763
Oregon	300	0	300
Pennsylvania	6,426		6,426
Rhode Island			0
South Carolina	4	140	144
South Dakota	5,860	4,284	10,144
Tennessee	5,570	0	5,570
Texas	0	0	0
Utah	30,810	0	30,810
Vermont	5,428	0	5,428
Virginia	3,051	0	3,051
Washington	64,410	0	64,410
West Virginia	0	2000	2000
Wisconsin	12,373	1,928	14,301
Wyoming	1,504		1,504
Total-Gigabytes	447,438	24,419	633,580
Total-Terabytes	447	244	633

District of Columbia			
American Samoa	500	20,000	20,500
Guam	200		200
N Marianas Islands	110	1	111
Puerto Rico			
U.S. Virgin Islands	8	258	266

Table 2.4. Holdings of electronic records in FY2014

Both accessioned and non-accessioned, by source. (Q4.1b and Q4.2b)

State/ territory	Accessioned				Nonaccessioned				Total, all electronic records held (GB)
	State/territorial gov records (GB)	Local gov records (GB)	Non-govt records (GB)	Total, all archives holdings (GB)	State/territorial gov records (GB)	Local gov records (GB)	Non-govt records (GB)	Total, all archives holdings (GB)	
Alabama			11,000	11,000					11,000
Alaska	7,000								7,000
Arizona									0
Arkansas									0
California	25,000		25,000	25,000					25,000
Colorado	1,950	49							3,423
Connecticut	93		94	94					94
Delaware									
Florida	242		242	242					242
Georgia									0
Hawaii	16,000		16,003	16,003					16,003
Idaho									0
Illinois									0
Indiana	19,113	500	20,613	20,613		1,500		1,500	22,113
Iowa					800			800	800
Kansas*	87		87	87					87
Kentucky	7,000		7,000	7,000	93			93	7,093
Louisiana									
Maine	1,500								1,500
Maryland			125,982	125,982					125,982
Massachusetts	6				3				9
Michigan									

State/ territory	Accessioned				Nonaccessioned				Total, all electronic records held (GB)
	State/territorial gov records (GB)	Local gov records (GB)	Non-govt records (GB)	Total, all archives holdings (GB)	State/territorial gov records (GB)	Local gov records (GB)	Non-govt records (GB)	Total, all archives holdings (GB)	
Minnesota									139,000
Mississippi	8,400		47,430	55,830					55,830
Missouri	6,001	3,433	906	10,341					10,341
Montana	13,000		1,000	14,000					14,000
Nebraska			5	5			0.5	0.5	5.5
Nevada	175			175					175
New Hampshire					4,000				4000
New Jersey									0
New Mexico	1,500								1,500
New York	1,273				6				1,279
North Carolina	4,800	2,519	10,547	17,866	13,674			13,674	31,540
North Dakota	12					2,000	2,000		4,012
Ohio	2,700			2,700					2,700
Oklahoma	4,763			4,763					4,763
Oregon	300			300		100			300
Pennsylvania*	6,426			6,426					6,426
Rhode Island									0
South Carolina	4.5			4.5		140		140	144
South Dakota	5,687		173	5,860	4,274		10	4,284	10,144
Tennessee	2,190		3380	5570					5,570
Utah				30,810					30,810
Vermont	5,428			5,428					5,428
Virginia	2,870		181	3,051					3,051
Washington	8,397	56,013		64,410					64,410

State/ territory	Accessioned				Nonaccessioned				Total, all electronic records held (GB)
	State/territorial gov records (GB)	Local gov records (GB)	Non-gov records (GB)	Total, all archives holdings (GB)	State/territorial gov records (GB)	Local gov records (GB)	Non-gov records (GB)	Total, all archives holdings (GB)	
Texas									0
West Virginia					1,000	1,000		2,000	2000
Wisconsin	44	12,316	13	12,373	764	713	447	1,928	14,301
Wyoming	45	1	1,458	1,504					1,504
Total, all states (GB)	148,558	74,782	65,098	447,438	20,614	5,453	9,458	24,420	633,580

District of Columbia									0
American Samoa	500	0	0	500	20,000	0	0	20,000	20,500
Guam			200	200					200
N Marianas Islands	40	20	50	110	1			1	111
Puerto Rico									
U.S. Virgin Islands	8	0	0	8	208		50	258	266

Table 2.5. Percentage of accessioned electronic records held in FY2014 that were born-digital or converted to digital form from other media.
(Q4.4)

State/territory	BORN DIGITAL (percentages)			CONVERTED TO DIGITAL (percentages)		
	State/territorial government records	Local government records	Nongovernment records	State/territorial government records	Local government records	Nongovernment records
Alabama						
Alaska	10%			90%		
Arizona						
Arkansas						
California	100%					
Colorado				100%		
Connecticut	95%			5%		100%
Delaware						
Florida	Cannot be determined			Cannot be determined		
Georgia						
Hawaii						
Idaho						
Illinois						
Indiana				64%	100%	
Iowa						
Kansas	100%					
Kentucky	86%			14%		
Louisiana						
Maine						
Maryland	26%			74%		

State/territory	BORN DIGITAL (percentages)			CONVERTED TO DIGITAL (percentages)		
	State/territorial government records	Local government records	Nongovernment records	State/territorial government records	Local government records	Nongovernment records
Massachusetts	1			1% (Scanned maps and building plans)	0%	0%
Michigan						
Minnesota	25%			75%		
Mississippi	60%		10%	40%		90%
Missouri				100%	100%	100%
Montana						
Nebraska			5%			95%
Nevada	100%					
New Hampshire				100%		
New Jersey						
New Mexico	1%					
New York	99.97%			0.03%		
North Carolina	81%			19%	12%	48%
North Dakota	70%			30%	100%	100%
Ohio	95%			5%		
Oklahoma				100%		
Oregon	100%			We aren't tracking this as we are doing it on an as requested basis		
Pennsylvania*	1%			25%		
Rhode Island						
South Carolina	20%			80%		
South Dakota	50%		5%	50%	0%	95%
Tennessee				41%		
Texas				<1%		<1%

State/territory	BORN DIGITAL (percentages)			CONVERTED TO DIGITAL (percentages)		
	State/territorial government records	Local government records	Nongovernment records	State/territorial government records	Local government records	Nongovernment records
Utah				100%		100%
Vermont	100%					
Virginia	29%		34%			
Washington	35%			Cannot be determined		
West Virginia						
Wisconsin	100%	5%	75%		95%	25%
Wyoming	1%			98%	100%	99.8%

District of Columbia						
American Samoa						
Guam						6%
N Marianas Islands	40%	10%		10%	10%	30%
Puerto Rico						
U.S. Virgin Islands	100					

Table 2.6. Holdings of electronic records: FY2014 compared with three previous surveys.
(Q4.1b and Q4.2b)

State/territory	FY2006 reports (GB)	FY2010 reports (gigabytes when available) (GB)	FY2012 reports (gigabytes) Total all accessioned & nonaccessioned (GB)	FY2014 reports (gigabytes) Total all accessioned & nonaccessioned (GB)
Alabama	12 gold CDs and 4 complete websites	6 collections	9,835	11,000
Alaska		unknown	2,520	7,000
Arizona	.9		3,003	0
Arkansas			0	0
California	<25 cu ft		22,528	25,000
Colorado		.003	0	3,423
Connecticut	2 disk drives	None	94	94
Delaware	1 cu ft		12,000	
Florida	6.155	138	203	242
Georgia	912 CDs		0	0
Hawaii		27	4	16,003
Idaho			25,000	0
Illinois		None	0	0
Indiana	Miscellaneous CDs	3	1,949	22,113
Iowa		110	800	800
Kansas	kspace.org		337	87
Kentucky	49.152 MB	1,602	3,001	7,093
Louisiana	<50 KB		1,704	
Maine	10 GIS data layers		3,500	1,500
Maryland	66,560	78,866	78,194	125,982
Massachusetts		None	0	9
Michigan	<200 CDs		6	
Minnesota	2,097	47,185	30,500	139,000
Mississippi	413	43,573	54,600	55,830
Missouri			10	10,341
Montana		2,000	6,000	14,000
Nebraska			115	5.5
Nevada		524	1,031	175
New Hampshire		None	0	4000
New Jersey		None	0	0
New Mexico		None	0	1,500
New York	15	5,200	846	1,279
North Carolina	6	24,305	49,630	31,540
North Dakota			3,287	4,012

State/territory	FY2006 reports (GB)	FY2010 reports (gigabytes when available) (GB)	FY2012 reports (gigabytes) Total all accessioned & nonaccessioned (GB)	FY2014 reports (gigabytes) Total all accessioned & nonaccessioned (GB)
Ohio	44 floppies, 64 zip disks, 99 CDs	608	2,600	2,700
Oklahoma		2,610	3,827	4,763
Oregon		65 GB accessioned in 2010 (total holdings not available)	1,119	300
Pennsylvania	1,000 CDs	None	9,805	6,426
Rhode Island			0	0
South Carolina	3 databases		0	144
South Dakota	2 cu ft	931	3,509	10,144
Tennessee		None	3,890	5,570
Texas		None	0	0
Utah		3,670	76	30,810
Vermont		None	10	5,428
Virginia	.154	13,541	113	3,051
Washington	7,340	17,570	28,929	64,410
West Virginia		3,145	603	2000
Wisconsin		6.4	50,610	14,301
Wyoming	110 CDs, 214 optical disks, 55 IBM cartridges	10	0	1,504
Gigabytes	76,489	245,632	425,778	633,580
Terabytes	76.5	245.6	425.8	633.5

District of Columbia			150	
American Samoa				20,500
Guam				200
N Marianas Islands				111
Puerto Rico				
U.S. Virgin Islands			50	266

Table 2.7a. Total volume of all records held by state/territorial records center at close of FY2014
(Q 5.1)

State/ territory	State/ territorial government records lin/cu ft	Local government records lin/cu ft	Nongovern- ment records lin/cu ft	Security microfilm (10 reels = 1 lin/cu ft)	Total lin/cu ft	Security copies of digital records (gigabytes)	Electronic records (gigabytes)	Total, all digital (gigabytes)
Alabama	39,254				39,254	N/A	N/A	
Alaska	NA				0			
Arizona	205,403	0	0		205,403			
Arkansas	No records center				0			
California	850,000				850,000			
Colorado	98,000	2,000	N/A	12,763	112,763	58,695	1,000	59,695
Connecticut	64,207	NA	NA	586.4	64,793.4			
Delaware								
Florida	199,436			4,098	203,534			
Georgia	182,351				182,351			
Hawaii	42,765			8,345	51,110			
Idaho	31,422	459	0	8,048	39,929	3,140		3,140
Illinois	122,257	0	0	0	122,257			
Indiana	230,209	0	0	338	230,547			
Iowa	67,000	0	0	0	67,000			
Kansas	47,596	0	0	0	47,596			
Kentucky	191,049				191,049			
Louisiana								
Maine	118,000				118,000		1,500	1,500
Maryland								
Massachusetts	93,000				93,000			
Michigan								

State/ territory	State/ territorial government records lin/cu ft	Local government records lin/cu ft	Nongovern- ment records lin/cu ft	Security microfilm (10 reels = 1 lin/cu ft)	Total lin/cu ft	Security copies of digital records (gigabytes)	Electronic records (gigabytes)	Total, all digital (gigabytes)
Minnesota								
Mississippi	23,945				23,945			
Missouri	391,801			26,395	418,196			
Montana	41,180	200		600	41,980			
Nebraska	68,000			2,200	70,200	3,521		3,521
Nevada	34,668				34,668			
New Hampshire	NA	NA	NA	NA	0			
New Jersey	77,231				77,231	300	818	1,118
New Mexico	262,863	NA	NA	849.5	263,712.5			
New York	141,341	555		85	141,981			
North Carolina					0			
North Dakota	23,945				23,945			
Ohio								
Oklahoma	68,675			7,211	75,886			
Oregon	34,190	6,658		18,482	59,329			
Pennsylvania					257,190	254	6,246	6,500
Rhode Island	253,915			3275	121,667			
South Carolina	121,667				82,360			
South Dakota					0			
Tennessee					0			
Texas	316,500			30,479	346,979	N/A	N/A	
Utah	38,426	6,002		12,833	5,7261	N/A	30,810	
Vermont	99,163	533		28,280	127,976			
Virginia	148,018	11,909		36,390	196,317	15,137		15,137
Washington	335,841			400	33,6241			

State/ territory	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)	Total lin/cu ft	Security copies of digital records (gigabytes)	Electronic records (gigabytes)	Total, all digital (gigabytes)
West Virginia								
Wisconsin	N/A							
Wyoming	39,117	134			39,251			
Totals	4,944,849.58	26,449.75	0	188,894.42	5,160,193.75	22,052	37,056	59,108

District of Columbia								
American Samoa	7,500				7,500		500	500
Guam				600	600	N/A	20	960
N Marianas	472	220	140	100	932	70	50	
Puerto Rico								
U.S. Virgin Islands								

Table 2.7b. Trends in state records center holdings, 2006-2014

Year reported	State/ territorial government records lin/cu ft	Local government records lin/cu ft	Non-government records lin/cu ft	Security microfilm (10 reels = 1 lin/cu ft) lin/cu ft	Total volume of paper and other non- electronic records lin/cu ft
2006	5,784,447	85,160	178,372	Not reported	6,047,979
2010	4,960,906	27,315	9,561	216,719	5,214,501
2012	6,758,037	22,628	100	371,631	7,145,493
2014	4,944,850	26,450	0	188,894	5,160,194

Section 3. Access to and use of the record

This section contains data on methods state archives employ to provide access to their holdings and who uses records held by state archives.

Table 3.1a How many requests for information about or to use archival records were received during FY2014 in the following categories? (Q7.1)

Table 3.1b. Trends in reference usage (state archives only), 2006-2014

Table 3.2. Number of hours state and territorial archives are open for in-person research during a typical week, as of August 2015.

Table 3.3. For what percentage of total archival holdings are descriptions available via the Internet? (Q6.2)

Table 3.4a How does the state archives make actual records or information from those records available via the Internet? (Q 6.4 and Q 6.5)

Table 3.4b Other online sources used by the state or territorial archives to make actual records or information from those records available via the Internet. (Q6.5)

Table 3.5a. Social media used by state archives and records management programs (Q10.1, Q10.2, and Q10.4)

Table 3.5b. How state archives and records management programs use social media (Q10.3)

Legend for all tables unless otherwise noted:

	= No report	Program scope:	ARM = Joint archives and records management program	RM = Records management program	A = Archives program
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Table 3.1a. How many requests for information about or to use archival records were received during FY2014 in the following categories?

(Q7.1)

State/ territory	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	By telephone, total number of calls	Other	Total, all reference requests	Notes	Other reference-related activity not captured in 7.1a
Alabama	1,916	1,230		3,105	4,527	465	11,243		Interlibrary Loan requests
Alaska	NA	581	NA	534	NA		1,115		
Arkansas									
Arizona									
California	2,921	included in regular mail		2,749	7,994		13,664		Request slips pulled: 13499 Microfilm rolls used: 7118 Pages copies: 174890
Colorado	749	1,608	NA	16,665	1,748	NA	5,770		The RM team has been developing a statewide contact list of Record Liaison Officers. Contacts include: state agencies, counties, municipalities, and special districts totaling 3,880 contacts.
Connecticut	169	641	included in phone requests	1,389	1,767	16	3,982		Faxes, total number
Delaware									
Florida	217	2,382	0	4,346	2,793		9,738		
Georgia	96	1,998		4,380	1,851		8,325		
Hawaii	210	789	0	5,198	3,045		9,242		
Idaho	20	800	0	2,000	1,000		3,820		
Illinois	291	827	0	628	3,329		5,075		
Indiana	1,998	7,922	0	2,240	11,709	0	23,869		

State/ territory	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	By telephone, total number of calls	Other	Total, all reference requests	Notes	Other reference-related activity not captured in 7.1a
Iowa				733		759	1,492		The totals are partial, as reference statistics documentation for FY2014 is incomplete. The available documentation does not distinguish among telephone, mail and email request for archives use or information, thus those numbers are compiled into the "Other" category .
Kansas				4,405	1,708	1,980	8,093		Regular mail and email requests are combined and not maintained as separate statistics. Thus, the 1,980 entered in "Other" represents the number of requests submitted via both regular mail and email. Reference statistics include requests for government records and non-government materials; separate statistics are not maintained for government records.
Kentucky	1,541	230	0	2,301	3,761	1,491	9,324		Requests from creating agencies for original records.
Louisiana									
Maryland	42,063	9,503		4465	9,954		65,985		
Massachusetts	3,467	2,160		1,789			7,416		
Maine	873	3,212	NA	534	1,772		6,331		
Michigan									
Minnesota									I don't have any reference information. Reference/library service to our State Archives collections are handled by a separate department.
Mississippi	1,058	2,187	0	5,865	5,660	45,946	60,716		Total number of items reproduced for public orders: 2218 Total questions asked in-house: 43728

State/ territory	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	By telephone, total number of calls	Other	Total, all reference requests	Notes	Other reference-related activity not captured in 8.1a
Missouri	1,917	4,029	n/a	2,893	4,357	0	13,196		
Montana	537	4,240	0	3,943	2,700	0	11,420		
Nebraska	769	3,043		3,118	2,501	157	9,588		Presentations and tours of reference/research room to high school/university classes and genealogy organizations.
Nevada	4	1,178		149	1,555		2,886		
New Hampshire	100	400		994			1,494		When the public, or a state agency call to request information, we asked them to email, fax or write their request
New Jersey	3,690	1,983		4,192	10,935	160	20,960		In FY2014 we received 160 inquiries for photographic images. This function is administrated and tracked by the Publications staff rather than by the Reference staff.
New Mexico				1,087			1,087		
New York	680	8,533		3,106	4,699	4787	21,805		Ancestry/NY site: 16.3 million hits/year
North Carolina				7,029	5,548	22749	35,326		We no longer subdivide reference and other requests for information by type. Instead we compile them across the division. The 22,749 represents the inquiries and consultations for fy 13- 14, regardless of format. The exception is phone calls to the main Search Room. Those are broken out in Q7.1. In addition, we had 17,058 visits to our Outer Banks History Center gallery in fy 13-14. These are visits to see the exhibit they created.
North Dakota	6,165	included with regular mail		2,302	2,760		11,227		Inter-library Loan: 291
Ohio	3,318	3,914		3,817	2,486		13,535		

State/ territory	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	By telephone, total number of calls	Other	Total, all reference requests	Notes	Other reference-related activity not captured in 8.1a
Oklahoma	24	3,069		222	281		3,596		
Oregon	106	4,916		2,251	4,133		11,406		Records retrieved to fulfill requests - 15,574 Audio tapes used to fulfill requests - 2,159
Pennsylvania	1,369	4,443		3,110	2,643	19,752	31,317		19,752-mail in requests for birth and death certificates 3078.25--- volunteer hours (man-hours) \$149,374.75----2014 Reference revenue
Rhode Island	1,739	2,539		1,719	3,994	0	9,991		3,288 additional inquiries related to rules and regulations.
South Carolina	443	3,106		4,434	3,861	0	11,844		
South Dakota	725	7,210		1,276	1,637	0	10,848		
Tennessee									
Texas	315	1,556		1,515	do not track		3,386		
Utah	29	1,925		2,090	4,137	0	8,181		
Vermont	n/a	n/a		2,210	n/a	1,607	3,817		We don't separately track requests made by phone, e-mail or mail. Total was 1,607 requests (607 reference inquiries; 1048 requests for copies). We also track new researcher registrations: 502 by mail; 349 by walk-in.
Virginia	3,094	6,620		16,445	11,315	0	37,474		The Library of Virginia makes archival materials available on microfilm through Interlibrary Loan. Currently the Library tracks the total number of ILL requests filled, but this number would also include the loan of books, newspapers, and other materials. The Library fills about 11 to 12 thousand ILL requests each year.
Washington	139	7,087		2,913	2,529	471,500	484,168		Other is self-service on www.digitalarchives.wa.gov

State/ territory	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	By telephone, total number of calls	Other	Total, all reference requests	Notes	Other reference-related activity not captured in 8.1a
West Virginia	188	15,620		5,479	1,259	0	22,546		
Wisconsin	near zero	4405	do not use	6,135	1,800	2,100	14,440		2,100 paging slips. Approx. 60% of total reference use via 13 Area Research Centers located at each UW System four-year campus. Excludes mss, maps, rare books, etc.
Wyoming				1,971		3,779	5,750		Visitor statistics are only differentiated between on and off-site patrons.
TOTAL	81,218	120,666		129,573	134,228	577,248	1,042,893		


District of Columbia									
American Samoa	0	25	0	300	100	0	425		
Guam	3	147	2	280	25		457		
Northern Marianas	3	70	0	400	100		573		
Puerto Rico									
U.S. Virgin Islands	10	50	0	60	160	0	280		


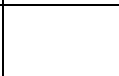
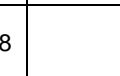







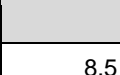
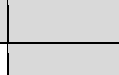
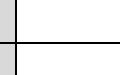
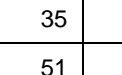
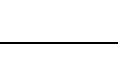
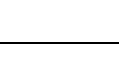
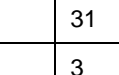

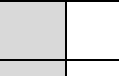
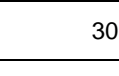
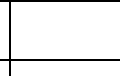
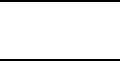
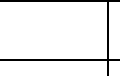
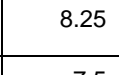
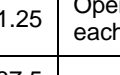
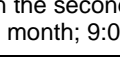
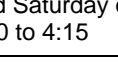

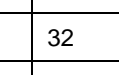


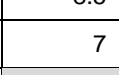
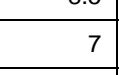
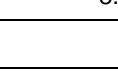
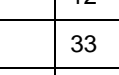
Table 3.1b. Trends in reference usage (state archives only), 2006-2014

Year reported	Regular mail, total number of letters	Electronic mail, total number of requests	All mail (surface & electronic)	In person, total number of daily visits	By telephone, total number of calls	Total, person-to-person contacts	Other	Total, all traditional reference requests
2006	155,710	150,785	306,495	285,404	245,529	530,933	---	837,428
2010	87,791	144,721	232,512	160,433	131,819	292,252	---	539,764
2012	67,121	153,934	221,055	172,095	134,137	306,232	676,574	1,203,861
2014	81,218	120,666	201,884	129,573	134,228	263,801	577,248	1,042,893

Table 3.2. Number of hours state and territorial archives are open for in-person research during a typical week, as of August 2015

State and territorial archives are typically closed on state and federal holidays and often on additional days contiguous to those holidays.

 = Closed

State / territory	Monday # hours	Tuesday # hours	Wednesday # hours	Thursday # hours	Friday # hours	Saturday # hours	Sunday # hours	Total hours per week	Variations in schedule and additional notes	Rank
Alabama		8	8	8	8			32	Open the second Saturday of each month; 8:30 to 4:30	38
Alaska								0	Archives research room currently closed.	49
Arizona	7	7	7	7	7			35		31
Arkansas	8.5	8.5	8.5	8.5	8.5	8.5		51		3
California	6.5	6.5	6.5	6.5	6.5			32.5		37
Colorado	6	6	6	6	6			30		39
Connecticut		6.25	6.25	6.25	6.25	5		30		40
Delaware	8.25	8.25	8.25	8.25	8.25			41.25	Open the second Saturday of each month; 9:00 to 4:15	17
Florida	7.5	7.5	7.5	7.5	7.5			37.5		27
Georgia		8.5	8.5	8.5	8.5	8.5		42.5		11
Hawaii	7	7	7	7	7			35		32
Idaho		5	5	5	5	5		25		44
Illinois	8.5	8.5	8.5	8.5	8.5			42.5		12
Indiana	7	7	7	7	7			35		33
Iowa				7.5	7.5	7.5		22.5		45

State / territory	Monday # hours	Tuesday # hours	Wednesday # hours	Thursday # hours	Friday # hours	Saturday # hours	Sunday # hours	Total hours per week	Variations in schedule and additional notes	Rank
Kansas		7.5	7.5	7.5	7.5	7.5		37.5	Nov. - Feb. open Wed. - Sat. only	28
Kentucky	7	7	7	7	7			35		34
Louisiana	8	8	8	8	8			40	Open the first Saturday of each month; 9:00 to 5:00	18
Maine	8	8	8	8	8			40		19
Maryland		8	8	8	8	7		39	Closed every first Saturday of the month and Saturdays of holiday weekends.	24
Massachusetts	8	8	8	8	8			40		20
Michigan	4	4	4	4	4	6		26		43
Minnesota		11	7	7	7	7		39		25
Mississippi	8	8.5	8.5	8.5	8.5	4.5		46.5		6
Missouri	9	9	9	12	9	6		54		1
Montana		8	8	8	8	4		36		30
Nebraska		6	6	6	6	9		33		35
Nevada	4	4	4	4	4			20		46
New Hampshire								0	Currently closed for renovations	50
New Jersey	3.25	3.25	3.25	3.25	3.25			16.25	Microfilm research M-F 8:30 - 4:15	48
New Mexico	9	9	9	9	9			45		7
New York	7	7	7	7	7	7		42		15
North Carolina	8	8	8	8	8	5		45		8
North Dakota	8.5	8.5	8.5	8.5	8.5			42.5	Open the second Saturday of each month; 10:00 to 4:30	13

State / territory	Monday # hours	Tuesday # hours	Wednesday # hours	Thursday # hours	Friday # hours	Saturday # hours	Sunday # hours	Total hours per week	Variations in schedule and additional notes	Rank
Ohio			7	7	7	7	5	33		36
Oklahoma	9		9					18		47
Oregon	7.75	7.75	7.75	7.75	7.75			38.75		26
Pennsylvania			7	7	7	6		27	Saturday microfilm use only	42
Rhode Island	8	8	8	8	8			40		21
South Carolina		8.5	8.5	8.5	8.5	7.5		41.5		16
South Dakota	7.5	7.5	7.5	7.5	7.5			37.5	Open the first Saturday of each month; 9:00 to 4:30	29
Tennessee		8.5	8.5	8.5	8.5	8.5		42.5		14
Texas	9	9	9	9	9			45	Open the second Saturday of each month; 9:00 to 4:00	9
Utah	9	9	9	9	9			45		10
Vermont		7	7	7	7			28		41
Virginia	8	8	8	8	8	8		48		5
Washington	8	8	8	8	8			40		22
West Virginia	8	8	8	11	8	8		51		4
Wisconsin	9	9	9	9	9	7		52		2
Wyoming	8	8	8	8	8			40		23
Average	4.985	6.66	7.04	7.13	7.01	2.99	0.1	35.915		

**Table 3.3. For what percentage of total archival holdings are descriptions available via the Internet?
(Q6.2)**

State/Territory	On agency's own website	Through OCLC	Through a statewide or regional network	Other sources	Explanation of other sources
Alabama	94%				
Alaska	1.75%	0.25%			
Arizona					
Arkansas					
California	80%		70%		
Colorado	>1%	>1%			
Connecticut	75		62%		
Delaware					
Florida	95%			5%	Internal collection case files, finding aids, indexes.
Georgia					
Hawaii	72%				
Idaho	80%	5%			
Illinois	98%	85%			
Indiana	2%			1%	
Iowa	<1%				
Kansas	100%	100%	100%		OCLC and regional OPAC entries cover all archival holdings at the record group level.
Kentucky	5%	65%			
Louisiana					
Maine	20%			10%	BPress, Digital Commons, Maine Archives Collections On Line, State Docs
Maryland	100%				
Massachusetts	10%	90%			
Michigan					
Minnesota	100%				
Mississippi	85%				
Missouri	20%	2%			
Montana	5%	88%	90%		
Nebraska	88%				

State/Territory	On agency's own website	Through OCLC	Through a statewide or regional network	Other sources	Explanation of other sources
Nevada	70%	50%			
New Hampshire	1%			1%	
New Jersey	67%	7%			
New Mexico	67%				
New York	99%	49%			
North Carolina	95%	10%			
North Dakota	50%	75%			
Ohio	79%	32%		1%	Ohio Memory is a collaborative digitization project between OHS and the State Library.
Oklahoma	10%	5%			
Oregon	80%	25% (legacy from RLIN)			County Historical Records Inventories are posted on website and describe record series pre-determined by the Archives as historical
Pennsylvania	90%	70%	70%	1.2%	Ancestry.com
Rhode Island	89%				
South Carolina	100%				
South Dakota	8%	6%	11%		
Tennessee	85%	40%			
Texas	50%	10%	50%	10%	Archives Grid
Utah	100%				
Vermont	100%				
Virginia	95%	5%	40%		
Washington	100%				
West Virginia	75%				
Wisconsin	99%	99%			
Wyoming	51%	6%	6%		
District of Columbia					
American Samoa		16%	2%		
Guam	75%				
Northern Marianas					
Puerto Rico					
Virgin Islands					

Table 3.4a. How does the state or territorial archives make actual records or information from those records available via the Internet?
(Q6.4)

State/Territory	Memory project, digital collection, and/or web exhibit	Teaching packets (images/transcripts of documents, curricula, lesson plans)	Access provided via vendor websites (e.g., Ancestry.com, Family Search)	Other images of documents/ records	Transcripts of documents/ records	Contents of textual records converted to searchable databases	Social media	Other online sources (see Table 3.3)
Count	40 States 1 Territory	19 States 1 Territory	24 States 1 Territory	21 States	21 States	20 States	23 States 1 Territory	19 States 3 Territories
Alabama	X	X	X			X	X	X
Alaska	X			X				X
Arizona								
Arkansas								
California	X		X		X			X
Colorado								X
Connecticut	X		X		X	X	X	
Delaware								
Florida	X	X		X	X		X	
Georgia	X		X					
Hawaii	X					X		X
Idaho	X			X				
Illinois	X	X		X	X	X		
Indiana	X							X
Iowa			X					X
Kansas	X	X	X		X	X	X	
Kentucky	X						X	

State/Territory	Memory project, digital collection, and/or web exhibit	Teaching packets (images/transcripts of documents, curricula, lesson plans)	Access provided via vendor websites (e.g., Ancestry.com, Family Search)	Other images of documents/ records	Transcripts of documents /records	Contents of textual records converted to searchable databases	Social media	Other online sources (see Table 3.3)
Louisiana								
Maine	X		X	X		X		X
Maryland	X	X	X	X	X	X	X	
Massachusetts		X	X			X		
Michigan								
Minnesota	X		X	X			X	X
Mississippi	X	X	X	X	X	X	X	X
Missouri	X	X	X	X	X	X	X	X
Montana	X	X					X	
Nebraska	X	X			X	X	X	X
Nevada	X			X	X			
New Hampshire			X					
New Jersey	X			X	X	X		X
New Mexico	X		X					
New York	X	X	X				X	X
North Carolina	X	X	X	X	X		X	
North Dakota	X	X			X		X	
Ohio	X							
Oklahoma	X			X				
Oregon	X	X	X	X			X	X
Pennsylvania	X		X	X	X		X	X
Rhode Island	X			X	X			X

State/Territory	Memory project, digital collection, and/or web exhibit	Teaching packets (images/transcripts of documents, curricula, lesson plans)	Access provided via vendor websites (e.g., Ancestry.com, Family Search)	Other images of documents/ records	Transcripts of documents/records	Contents of textual records converted to searchable databases	Social media	Other online sources (see Table 3.3b)
South Carolina	X	X	X	X	X	X		
South Dakota	X	X				X	X	
Tennessee	X	X	X		X	X	X	
Texas								
Utah	X		X			X	X	
Vermont	X		X	X	X	X		X
Virginia	X	X	X	X	X	X	X	
Washington	X							X
West Virginia	X			X	X	X	X	
Wisconsin	X	X	X	X	X	X	X	
Wyoming	X						X	
Dist of Columbia								
American Samoa								X
Guam	X	X	X				X	
Northern Marianas								X
Puerto Rico								
Virgin Islands								X

Table 3.4b. Other online sources used by the state or territorial archives to make actual records or information from those records available via the Internet.

(Q6.5)

State/Territory	Other online sources of access to actual records or information from records
Alabama	
Alaska	
Arizona	
Arkansas	
California	www.sos.ca.gov/archives/Minerva www.oac.cdlib.org/insitutions www.sos.ca.gov/archives/oral-history
Colorado	
Connecticut	Remembering World War One: Sharing History/Preserving Memories - http://ctinworldwar1.org/ Connecticut State Library Digital Collections - http://cslib.cdmhost.com/index.php/cdm Databases of Individuals listed in State Archives Records - http://www.ctstatelibrary.org/subjectguides/databases-individuals-listed-state-a
Delaware	
Florida	
Georgia	http://cdm.georgiaarchives.org:2011/cdm/
Hawaii	ags.hawaii.gov/archives (Hawaii State Archives website) ulukau.org (Ulukau, Hawaiian Electronic Library - non-profit) kipukadatabase.com (Hawaii State Office of Hawaiian Affairs - land database)
Idaho	
Illinois	Illinois Digital Archives, Lincoln documents www.idaillinois.org/cdm/search/collection/isa
Indiana	
Iowa	Indexing to portions of State level death records has been created in house and posted online through the DCA-SHSI website: http://www.iowahistory.org/archives/holdings/index.html
Kansas	kansasmemory.org territorialkansasonline.org ancestry.com (free access to KS materials on Ancestry.com for Kansans with valid KS driver's license)
Kentucky	
Louisiana	
Maine	On line store via Web site

State/Territory	Other online sources of access to actual records or information from records
Maryland	
Massachusetts	
Michigan	
Minnesota	We offer digital content directly from our finding aids as well as through a variety of online indexes (www.mnhs.org)
Mississippi	MPB Web site and also COVE, the platform for distribution of PBS productions among PBS stations. MDAH on-line catalog: Koha: http://zed.mdah.state.ms.us MDAH Web site: Digital Archives: http://mdah.state.ms.us/arrec/digital_archives/ MDAH blog: A Sense of Place: http://mdah.state.ms.us/senseofplace/ Mississippi History Now: http://mshistorynow.mdah.state.ms.us/ Teaching Materials: http://mdah.state.ms.us/new/learn/classroom-materials/lesson-plans-and-teaching-units/ Speak Now: Audiotapes of the Civil Rights Movement: http://www.mdah.state.ms.us/arrec/digital_archives/speaknow/ Mississippi Digital Library: http://www.msdiglib.org/ Mississippi Public Broadcasting: Interstitials related to the Freedom Summer: The University of Georgia Civil Rights Archive. http://crdl.usg.edu/about/partners/ Chronicling America Web site: www.chroniclingamericaloc.gov
Missouri	http://www.sos.mo.gov/mdh http://www.sos.mo.gov/archives
Montana	
Nebraska	Additional Research (Access) Databases: http://nebraskahistory.org/lib-arch/research/public/index.shtml#
Nevada	
New Hampshire	
New Jersey	The State Archive's website includes three major areas providing access to document content: Searchable Databases http://www.nj.gov/state/archives/searchdatabases.html Imaged Collections http://www.nj.gov/state/archives/searchimgcollections.html Documentary Treasures http://www.nj.gov/state/archives/doctreasures.html
New Mexico	
New York	www.archives.nysed.gov/a/digital/images/browse.shtml www.archives.nysed.gov/education/ed_web.shtml www.archives.nysed.gov/a/research/res_ancestry.shtml iarchives.nysed.gov/stf/search?
North Carolina	
North Dakota	www.digitalhorizonsonline.org
Ohio	www.ohiomemory.org
Oklahoma	
Oregon	Archives web portal - http://records.sos.state.or.us/ and, http://sos.oregon.gov/archives/Pages/records.aspx
Pennsylvania	
Rhode Island	http://sos.ri.gov/archon/ http://sos.ri.gov/virtualarchives/ http://www.riamco.org/

State/Territory	Other online sources of access to actual records or information from records
South Carolina	http://sos.ri.gov/archon/ http://sos.ri.gov/virtualarchives/ http://www.riamco.org/
South Dakota	
Tennessee	http://teva.contentdm.oclc.org/cdm/ http://www.tn.gov/tsla/resources/index.htm
Texas	
Utah	https://www.addthis.com/dashboard#gallery/archivesresearch https://www.facebook.com/utahstatearchives https://foursquare.com/v/utah-state-archives/5076e02b498ecffe6a8fa4c https://plus.google.com/u/0/b/106954642365960866922/106954642365960866922/ @utahstatearchives is available http://www.youtube.com/user/utahstatearchives historyresearch.utah.gov https://www.addthis.com/dashboard#gallery/ra-544694595f4f54b4 https://www.facebook.com/pages/Research-Center-at-Utah-State-Archives/669893826457462 https://plus.google.com/u/1/b/115934226796038491034/115934226796038491034 https://www.librarything.com/venue/51790/Utah-State-Archives-and-Research-Center @archivesresearch is available http://archivesresearch.wordpress.com utaharchivesmonth.org https://www.addthis.com/dashboard#gallery/ra-5408d38e180be06b https://www.facebook.com/utaharchivesmonth https://twitter.com/UTArchivesMonth https://www.facebook.com/RecordsKeepers https://twitter.com/RecordsKeepers http://recordskeepers.wordpress.com/ highway89.org https://www.facebook.com/highway89
Vermont	Web exhibits: https://www.sec.state.vt.us/archives-records/state-archives/exhibits.aspx Vendors: Ancestry and Family Search Online Sources: https://www.sec.state.vt.us/archives-records/state-archives/government-history.aspx
Virginia	
Washington	www.digitalarchives.wa.gov www.ancestry.com www.familysearch.org
West Virginia	http://www.wvculture.org/history
Wisconsin	
Wyoming	http://wyoarchives.state.wy.us/Archives/Inventories.aspx http://rmoa.unm.edu/
Dist of Columbia	
American Samoa	
Guam	1. http://rfk2.edu.gu:8080/jspui/ 2. http://www.guampedia.com/ 3. https://familysearch.org/ 4. https://www.facebook.com/RFTMARC
Northern Marianas	
Puerto Rico	
Virgin Islands	

Table 3.5a. Social media used by state archives and records management programs (Q11.2)

State/Territory	Program	Social Media Now in Use
Alabama	ARM	Facebook: https://www.facebook.com/AlabamaArchives Twitter: https://twitter.com/AlabamaArchives YouTube: https://www.youtube.com/channel/UCD4DIMuOx44bm1CwdPDB1-w Instagram: https://instagram.com/alabamaarchives
Alaska	ARM	Not used, but considering
Arizona	ARM	Blog: http://arizonastatearchives.net/
Arkansas	A	
California	A	Not used, but considering
California	RM	Not used, but considering
Colorado	ARM	Facebook: https://www.facebook.com/ColoradoHistoricalRecordsAdvisoryBoard
Connecticut	ARM	Facebook: http://www.facebook.com/CTStateLibrary Twitter: http://twitter.com/LibraryofCT YouTube: https://www.youtube.com/channel/UCn6oqyrM4hcWipvepDFoiUQ Flickr: http://www.flickr.com/ctarchives Blog: http://wmwebb.wordpress.com Other http://www.historypin.com/channels/view/2662022/
Delaware	ARM	
Florida	ARM	Facebook: http://www.facebook.com/statearchivesofflorida Twitter: http://twitter.com/FLMemory YouTube: http://www.youtube.com/user/FloridaMemory Flickr: http://www.flickr.com/photos/floridamemory/ Blog: http://floridamemory.com/blog/ Other http://pinterest.com/floridamemory/ : http://floridamemory.tumblr.com/
Georgia	ARM	Facebook: https://www.facebook.com/pages/Georgia-Archives/
Hawaii	ARM	Not used, but considering
Idaho	ARM	Used, sites not shared
Illinois	ARM	Not used, but considering
Indiana	ARM	Used, sites not shared
Iowa	ARM	Facebook: https://www.facebook.com/HistoricalLibraryArchivesIowa?fref=photo

State/Territory	Program	Social Media Now in Use
Kansas	ARM	Facebook: http://www.facebook.com/KsHistoricalSociety Twitter: https://twitter.com/kansashistory YouTube: http://www.youtube.com/kansashistorical Flickr: http://www.flickr.com/photos/kansashistoricalsociety/ Blog: http://www.kansasmemory.org/blog/ Other: http://www.pinterest.com/kansashistory/
Kentucky	ARM	Facebook: www.facebook.com/kdla.prd Twitter: @KYStateArchives YouTube: http://www.youtube.com/user/KYStateArchives
Louisiana	ARM	
Maine	ARM	Not used, but considering
Maryland	A	Facebook: https://www.facebook.com/pages/Maryland-State-Archives/271742632879921 Twitter: https://twitter.com/MdArchives Other: Instagram handle is marylandstatearchives
Maryland	RM	
Massachusetts	ARM	Blog: http://massachusettsarchives.wordpress.com/
Michigan	A	
Michigan	RM	
Minnesota	A	Facebook: www.facebook.com/minnesotastatearchives
Mississippi	ARM	Facebook: www.facebook.com/pages/Mississippi-Department-of-Archives-History/112291768804277 Flickr: www.flickr.com/photos/mississippi-dept-of-archives-and-history Blog: mdah.state.ms.us/senseofplace/
Missouri	ARM	Facebook: https://www.facebook.com/missouristatearchives Twitter: http://twitter.com/missourihistory Youtube: https://www.youtube.com/channel/UCIKeWmPRNu2cpGoMotOGzgw Flickr: http://www.flickr.com/photos/missouristatearchives
Montana	A&RM	Facebook: https://www.facebook.com/MontanaHistoricalSociety Twitter: https://twitter.com/MTHist YouTube: https://www.youtube.com/channel/UC5qLY9sTsSsOufb06h8WXHg/videos?view=1 Blog: http://mthistoryrevealed.blogspot.com http://ellenbaumler.blogspot.com http://montanawomenshistory.org
Nebraska	A&RM	Facebook: http://www.facebook.com/pages/Nebraska-State-Historical-Society/118583393548 YouTube: http://www.youtube.com/user/NebraskaHistorical Blog: http://blog.nebraskahistory.org/
Nevada	ARM	Not used, but considering

State/Territory	Program	Social Media Now in Use
New Hampshire	ARM	Not used
New Jersey	ARM	Not used, but considering
New Mexico	ARM	Used, sites not shared
New York	ARM	Facebook: www.facebook.com/nysarchives Twitter: www.twitter.com/nysarchives YouTube: www.youtube.com/nysarchives
North Carolina	ARM	Facebook: https://www.facebook.com/pages/State-Archives-of-North-Carolina/119904548024750 ; https://www.facebook.com/pages/Outer-Banks-History-Center/178414201526 Twitter: https://twitter.com/NCArchives https://twitter.com/WebArchivist https://twitter.com/NCSRC YouTube: www.youtube.com/user/ncarchives Flickr: www.flickr.com/photos/obhc and people/north-carolina-state-archives/ https://www.flickr.com/photos/obhc/ Blog: http://ncarchives.wordpress.com/ http://ncrecords.wordpress.com https://civilwar150nc.wordpress.com/ Other: http://digital.ncdcr.gov/ http://www2.lib.unc.edu/dc/ncmaps/?CISOROOT=/ncmaps http://nc.gov.archivesocial.com/ http://www.ncdcr.gov/archives/Public/DigitalCollectionsandPublications/ResourcesBySubject.aspx
North Dakota	A	Facebook: www.facebook.com/northdakotahistory YouTube: www.youtube.com/user/shsnd Flickr: www.flickr.com/photos/northdakotahistory Blog: http://blog.statemuseum.nd.gov/ Other http://www.pinterest.com/ndhistory/
North Dakota	RM	
Ohio	A	Facebook: https://www.facebook.com/ohiohistoryconnection Twitter: https://twitter.com/ohiohistory YouTube: https://www.youtube.com/user/ohiohistory Flickr: https://www.flickr.com/photos/ohiohistory/ Blog: http://ohiohistory.wordpress.com
Ohio	RM	
Oklahoma	ARM	Not used
Oregon	ARM	Facebook: www.facebook.com/OregonStateArchives https://www.facebook.com/pages/Oregon-Blue-Book/ Twitter: www.twitter.com/OregonStateArchives YouTube: www.youtube.com/user/OregonStateArchives
Pennsylvania	ARM	Facebook: https://www.facebook.com/PATrailsofHistory Twitter: https://twitter.com/PHMC YouTube: https://www.youtube.com/user/PATrailsofHistory Flickr: https://www.flickr.com/photos/patrailsofhistory/ Blog: http://statemuseumpa.org/news/

State/Territory	Program	Social Media Now in Use
Rhode Island	ARM	Used, sites not shared
South Carolina	ARM	Used, sites not shared
South Dakota	A	Facebook https://www.facebook.com/SDArchives Twitter: https://twitter.com/SDArchives Flickr: https://www.flickr.com/photos/87931572@N05/sets/72157631676665305
South Dakota	RM	
Tennessee	A	Facebook: https://www.facebook.com/TNStateLibraryArchives Flickr: https://www.flickr.com/photos/tsla/ Blog: http://tslablog.blogspot.com/
Texas	A	Facebook: www.facebook.com/tslac Twitter: TXStLibrary&Archives@TSLAC YouTube: www.youtube.com/user/TSLAC Flickr: www.Flickr.com/photos/texasstatearchives/ Blog: tslacconservation.wordpress.com
Texas	RM	Facebook: https://www.facebook.com/tslac Twitter: https://twitter.com/tslac YouTube: https://www.youtube.com/tslac Flickr: http://www.flickr.com/photos/tslac Blogs: http://tslacconservation.wordpress.com/
Utah	ARM	Facebook: https://www.facebook.com/utahstatearchives https://www.facebook.com/pages/Research-Center-at-Utah-State-Archives/669893826457462 https://www.facebook.com/utaharchivesmonth https://www.facebook.com/RecordsKeepers Twitter: https://twitter.com/RecordsKeepers YouTube: http://www.youtube.com/user/utahstatearchives Blogs: http://archivesresearch.wordpress.com http://recordskeepers.wordpress.com/
Vermont	ARM	Not used, but considering
Virginia	ARM	Facebook: http://www.facebook.com/LibraryofVA Twitter: https://twitter.com/LibraryofVA YouTube: http://www.youtube.com/user/LibraryofVa Flickr: http://www.flickr.com/photos/library_of_virginia/ Blog: http://www.virginiamemory.com/blogs/ Other http://libraryofva.tumblr.com/ http://www.historypin.com/channels/view/28759

State/Territory	Program	Social Media Now in Use
Washington	ARM	Facebook: https://www.facebook.com/WaStateArchives Twitter: http://twitter.com/wadigitarchives YouTube: https://www.youtube.com/user/secstatewa Flickr: https://www.flickr.com/photos/wastatearchives Other: http://www.instawebgram.com/i/wastatearchives
West Virginia	A	Facebook: http://www.facebook.com/pages/West-Virginia-Archives-and-History/168933289812323 Twitter: https://twitter.com/WVHistory YouTube: http://www.youtube.com/user/wvarchivesandhistory
West Virginia	RM	
Wisconsin	A	Facebook: Multiples, 5 at www.wisconsinhistory.org Titter: 7 across the agency YouTube: Yes Flickr: Yes
Wisconsin	RM	
Wyoming	ARM	Facebook: https://www.facebook.com/WyomingStateArchives Twitter: http://twitter.com/WyoArchives Blog: https://wyostatearchives.wordpress.com/ Other: https://www.pinterest.com/wyostatearchive/wyoming-state-archives/

District of Columbia		
American Samoa	ARM	Not used, but considering
Guam		Facebook: https://www.facebook.com/RFTMARC
N Marianas		Not used
Puerto Rico		
US Virgin Islands		Not used, but considering

Table 3.5b. Purposes for which state archives and records management programs use social media; Reasons for not using social media (Q11.3, Q11.4)

State/territory	Program	Reference interactions	Promoting collections, events	Online exhibits	Other	Reasons program is not using social media
Alabama	ARM	X	X	X		
Alaska	ARM					No staff to administer it. Perceived poor cost/benefit.
Arizona	ARM		X			
Arkansas	A					
California	A					We are likely to try Facebook and Twitter since they are the most commonly used.
California	RM					
Colorado	ARM		X	X		SHRAB only
Connecticut	ARM	X	X	X		
Delaware	ARM					
Florida	ARM		X	X	Promote archives and the State Archives, increase use of the Archives' collections, increase knowledge of Florida history	
Georgia	ARM		X			
Hawaii	ARM					Too few resources, both staff expertise and funds to implement.
Idaho	A&RM		X		Operational updates	
Illinois	ARM					We are considering but right now Secretary of State policy is not to use it. also, it would entail a staff person's time and I'm not sure we have that time to devote to it.
Indiana	ARM		X			
Iowa	ARM		X	X		
Kansas	ARM		X	X		
Kentucky	ARM		X			
Louisiana	ARM					
Maine	ARM					
Maryland	A		X	X		
Maryland	RM					
Massachusetts	ARM		X			
Michigan	A					
Michigan	RM					

State/territory	Program	Reference interactions	Promoting collections, events	Online exhibits	Other	Reasons program is not using social media
Minnesota	ARM					We have give-away contests during Archives Month to engage audiences.
Mississippi	ARM	X	X	X	Flickr: to feature collection images and to crowd source for gathering supplemental information about said images	
Missouri	ARM	X	X	X		
Montana	A&RM		X			
Nebraska	A&RM		X	X	Advertising upcoming educational events, workshops and museum exhibits for patrons.	
Nevada	ARM					Agency does not have a policy in place for social media and staff does not have adequate training. We would consider using Facebook for agency news, YouTube for training, Flickr for online exhibits and a blog or Tumblr for special agency news.
New Hampshire	ARM					Our staffing level barely covers traditional forms of communication. I also have found that many of our elderly patrons do not have access to modern social media. In addition, we receive little support from Department heads or the IT section to use newer social media.
New Jersey	ARM					We have not determined a practical need for it.
New Mexico	ARM		X			There are legal issues that could prohibit public records being housed on social media websites.
New York	ARM		X			
North Carolina	ARM		X	X		
North Dakota	A	X	X	X	The agency blog is to let the public what the staff does behind the scenes	
North Dakota	RM	X	X	X		
Ohio	A		X			
Ohio	RM					
Oklahoma	ARM					Not enough staff for required programs and activities.
Oregon	A	X	X	X	Posting of unidentified images to help gain more information; interaction with the public so they are more aware of and comfortable working with the State Archives.	
Oregon	RM	X	X	X		

State/territory	Program	Reference interactions	Promoting collections, events	Online exhibits	Other	Reasons program is not using social media
Pennsylvania	ARM		X		Interviews with researchers, "how to" simplified training for researchers, highlight a staff member, collection or activity, highlight major anniversaries of events.	
Rhode Island	ARM		X	X		
South Carolina	ARM	X	X			
South Dakota	A		X	X		
South Dakota	RM					
Tennessee	A	X	X		We also share information about grants and educational opportunities for librarians, archivists and teachers.	
Texas		X	X	X		
Texas	RM		X	X	Promoting agency programs and services	
Utah	ARM	X	X	X		
Vermont	ARM					The Vermont Secretary of State's Office wants a unified office policy before allowing individual divisions to move forward. This effort has been stalled.
Virginia	ARM	X	X	X		Provide training/how-to videos for records management, public library development and visitors to the Library of Virginia.
Washington	ARM		X	X		
West Virginia	A		X			
West Virginia	RM					
Wisconsin	A		X	X		
Wisconsin	RM					
Wyoming	ARM		X			
District of Columbia	ARM					
American Samoa	ARM					
Guam			X			
Northern Marianas						Very unsteady internet access and low adoption of social media in the region.
Puerto Rico						
US Virgin Islands						Lots of interest but no staff, no administrative assistance, no equipment, no resources and no time.

Section 4. Authority and Resources for Carrying Out Records-related Responsibilities

- Table 4.1. Extent of state ARM programs' authority and resources for carrying out records-related responsibilities. Comparative summary of status in 2014 relative to 2006. (Q9.7)
- Table 4.2a. Extent for executive branch agencies (Q9.7a)
- Table 4.2b. Extent for executive branch agencies (Q9.7a)
- Table 4.3a. Extent for legislative branch agencies (Q9.7b)
- Table 4.3b. Extent for legislative branch agencies (Q9.7b)
- Table 4.4a. Extent for judicial branch a agencies (Q9.7c)
- Table 4.4b. Extent for judicial branch a agencies (Q9.7c)

Legend for all tables unless otherwise noted:

	= No report	Program scope:	ARM = Joint archives and records management program	RM = Records management program	A = Archives program
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Table 4.1. Extent of state ARM programs authority and resources for carrying out records-related responsibilities.

Comparative summary of status in 2014 relative to 2012 and 2006. (Q10.1 to Q10.3)

Each state archives was asked to rank its authority and resources on a scale from 0 to 4 using the following criteria. The figures shown in the tables immediately below represent an average of rankings submitted by all of the states. Specific state-by-state responses are shown in Tables 4.2a through 4.4b.

Authority (rank on a scale of 0 to 4)		Resources (rank on a scale of 0 to 4)	
4	Strong authority (statute, regulation, executive order) authorizes ARM to perform this activity or to deliver this service and ARM is encouraged to do so by its parent agency.	4	Fully equipped with the resources necessary to perform this activity or to deliver this service (personnel, expertise, funding, equipment, facilities, training, etc.).
0	ARM has no authority and cannot perform this activity or deliver this service.	0	ARM has no resources available to perform this activity or deliver this service.
N/A	Not applicable in our state.	N/A	Not applicable in our state.

Branch / Functions	2014		2012		2006	
	Authority	Resources	Authority	Resources	Authority	Resources
Executive Branch						
Establishes records-related standards/guidelines	3.55	2.32	3.31	2.38	3.49	3.74
Approves records retention and disposition schedules	3.66	2.49	3.73	2.70	3.74	2.66
Consultation/training on records-related practices/procedures	3.40	2.15	3.41	2.49	3.72	2.28
Micrographic and/or digital imaging services	2.51	1.39	2.55	1.80	3.00	1.87
Accessions records into state archives and/or regional repositories	3.68	2.53	3.80	2.50	3.89	2.77
Security storage for microfilm and/or electronic media	3.00	2.04	3.20	2.16	3.49	2.51
Conservation/preservation services	2.26	1.04	2.35	1.39	2.62	1.21
Overall - Executive Branch	3.15	1.99	3.19	2.20	3.42	2.43
Legislative Branch						
Establishes records-related standards/guidelines	2.16	1.89	2.24	1.98	2.57	2.04
Approves records retention and disposition schedules	2.11	1.78	2.18	2.00	2.65	2.22
Consultation/training on records-related practices/procedures	2.44	1.81	2.42	1.89	2.78	2.09
Micrographic and/or digital imaging services	2.23	1.23	2.28	1.61	2.37	1.83
Accessions records into state archives and/or regional repositories	3.06	2.33	3.00	2.22	3.37	2.63
Security storage for microfilm and/or electronic media	2.39	1.72	2.28	1.76	2.96	2.30
Conservation/preservation services	2.18	1.13	1.83	1.05	2.41	1.46
Overall - Legislative Branch	2.37	1.70	2.32	1.79	2.73	2.08

Branch / Functions	2014		2012		2006	
	Authority	Resources	Authority	Resources	Authority	Resources
Judicial Branch						
Establishes records-related standards/guidelines	2	1.73	1.91	1.74	2.26	1.67
Approves records retention and disposition schedules	1.82	1.75	1.83	1.74	2.09	1.80
Consultation/training on records-related practices/procedures	2.38	1.95	2.28	1.73	2.72	1.96
Micrographic and/or digital imaging services	2.09	1.06	2.03	1.42	2.26	1.39
Accessions records into state archives and/or regional repositories	2.97	2.13	2.80	2.02	3.30	2.52
Security storage for microfilm and/or electronic media	2.42	1.49	2.26	1.62	2.89	2.13
Conservation/preservation services	2.17	1.12	1.90	1.05	2.22	1.24
Overall - Judicial Branch	2.26	1.60	2.14	1.62	2.53	1.82

Table 4.2a. Extent of the state ARM program’s authority and resources for carrying out records-related responsibilities

Executive branch agencies. Part 1 of 2. (Q10.1)

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	Extent of ARM authority	ARM is active	ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	Extent of ARM authority	Extent of ARM resources
Alabama	ARM	Yes	3	1	Yes	4	1	Yes	4	1	Yes	4	1
Alaska	ARM	Yes	4	4	Yes	4	4	Yes	4	4	Yes	4	4
Arizona	ARM	Yes	4	2	Yes	4	2	Yes	4	2	Yes	4	2
Arkansas	A												
California	A	No	1	2	Yes	3	3	Yes	1	2	No	0	0
California	RM												
Colorado	ARM												
Connecticut	ARM	Yes	4	1	Yes	4	1	Yes	4	1	No	2	0
Delaware	ARM												
Florida	ARM	Yes	4	3	Yes	4	3	Yes	4	3	No	4	0
Georgia	ARM	Yes	4	2	Yes	4	3	Yes	4	1	No	3	2
Hawaii	ARM	Yes	4	1	Yes	4	1	No	4	1	No	N/A	0
Idaho	ARM	Yes	0	1	Yes	0	0	Yes	0	1	No	0	0
Illinois	ARM	Yes	3	3	Yes	4	4	Yes	4	4	Yes	4	4
Indiana	ARM	Yes	4	1	Yes	4	1	Yes	4	1	Yes	4	2
Iowa	ARM	Yes	4	1	Yes	4	1	Yes	4	1	No	2	0
Kansas	ARM	Yes	4	2	Yes	4	2	Yes	3	1	No	1	N/A
Kentucky	ARM	Yes	4	3	Yes	4	3	Yes	4	3	Yes	4	4
Louisiana	ARM												
Maine	ARM	Yes	4		Yes	4		Yes	4		Yes	4	
Maryland	A	Yes	4	1	Yes	4	1	Yes	4	2	Yes	4	2
Maryland	RM												
Massachusetts	ARM	Yes	4	3	Yes	4	3	Yes	4	3	Yes	3	2

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	ARM is active	ARM is active	ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	Extent of ARM authority	Extent of ARM resources
Michigan	A												
Michigan	RM												
Minnesota	ARM	Yes	2	1	Yes	4	1	Yes	3	1	No	0	0
Mississippi	ARM	Yes	4	4	Yes	4	4	Yes	4	3	No	4	0
Missouri	ARM	Yes	3	3	Yes	4	4	Yes	3	4	Yes	3	3
Montana	A&RM		4	2		4	2		4	2		4	2
Nebraska	A&RM	Yes	3	2	Yes	4	2	Yes	4	2	Yes	4	3
Nevada	ARM	Yes	4	4	Yes	4	4	Yes	4	2	Yes	4	3
New Hampshire	ARM												
New Jersey	ARM	Yes	3	4	Yes	4	4	Yes	4	4	No	N/A	N/A
New Mexico	ARM	Yes	4	3	Yes	4	3	Yes	4	3	No	N/A	N/A
New York	ARM	Yes	3	3	Yes	3	3	Yes	3	3	No	2	0
North Carolina	ARM	Yes	4	4	Yes	4	4	Yes	4	4	Yes	4	4
North Dakota	A	Yes	4	3	Yes	4	3	Yes	4	2	Yes	4	2
North Dakota	RM												
Ohio	A	Yes	3	2	Yes	4	2	Yes	3	1	No	2	1
Ohio	RM												
Oklahoma	ARM	Yes	4	2	Yes	4	3	Yes	4	3	No	4	0
Oregon	ARM	Yes	4	2	Yes	4	2	Yes	4	2	No	4	0
Pennsylvania	ARM	Yes	2	2	Yes	3	2	Yes	4	2		0	0
Rhode Island	ARM	Yes	4	2	Yes	4	4	Yes	4	3		N/A	N/A
South Carolina	ARM												
South Dakota	A	Yes	4	4	Yes	4	4	Yes	4	4	Yes	4	2
South Dakota	RM												
Tennessee	A	Yes	3	3	Yes	3	3				Yes	4	4
Tennessee	RM												

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	ARM is active	ARM is active	ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	Extent of ARM authority	Extent of ARM resources
Texas	A	Yes	4	3	Yes	4	4	Yes	4	2	Yes	4	3
Texas	RM	Yes	4	2	Yes	4	3	Yes	3	2		0	
Utah	ARM	Yes	4	3	Yes	4	3	Yes	4	3	Yes	4	4
Vermont	ARM	Yes	4	2	Yes	4	2	Yes	4	2	No	N/A	N/A
Virginia	ARM	Yes	4	3	Yes	4	3	Yes	4	3	Yes	4	2
Washington	ARM	Yes	4	4	Yes	4	4	Yes	4	4	Yes	4	3
West Virginia	A	Yes	3	0	Yes	4	0	Yes	2	0	No	0	0
West Virginia	RM												
Wisconsin	A		4	2		4	3		3	2		2	0
Wisconsin	RM												
Wyoming	ARM	Yes	4	4	Yes	4	4	Yes	4	3	Yes	4	4
Dist of Columbia	ARM												
Amer Samoa	ARM	Yes	4	2	Yes	4	2	Yes	2	0	Yes	1	1
Guam	ARM		4										
N Marianas	ARM	No	1	1	No	0	0	Yes	1	2	Yes	2	1
Puerto Rico	ARM												
US Virgin Islands	ARM	Yes	4	1	Yes	4	1	Yes	4	1	No	3	0

Table 4.2b. Extent of the state ARM program’s authority and resources for carrying out records-related responsibilities

Executive branch agencies. Part 2 of 2. (Q10.1)

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
Alabama	ARM	Yes	4	3	No	1	1	No	2	0	
Alaska	ARM	Yes	4	4	Yes	4	4	No	1	1	
Arizona	ARM	Yes	4	2	Yes	4	2	Yes	2	2	
Arkansas	A										
California	A	Yes	4	4	No	0	0	No	0	0	
California	RM										
Colorado	ARM										Unable to enter responses into form
Connecticut	ARM	Yes	4	3	Yes	2	1	Yes	2	1	
Delaware	ARM										
Florida	ARM	Yes	4	3	Yes	4	3	No	4	0	
Georgia	ARM	Yes	4	2	Yes	4	0	No	4	1	
Hawaii	ARM	Yes	4	2	Yes	4	2	No	0	1	
Idaho	ARM	Yes	4	1	Yes	4	1	Yes	4	1	
Illinois	ARM	Yes	4	4	Yes	4	4	Yes	4	4	
Indiana	ARM	Yes	4	2	Yes	3	2	Yes	3	1	
Iowa	ARM	Yes	4	1	No	4	1	No	4	1	
Kansas	ARM	Yes	4	2	No	1	1	No	1	N/A	
Kentucky	ARM	Yes	4	4	Yes	4	4	Yes	4	3	
Louisiana	ARM										
Maine	ARM	Yes	4		Yes	4		Yes	4		
Maryland	A	Yes	4	2	Yes	4	3	Yes	4	3	
Maryland	RM										

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
Massachusetts	ARM	Yes	4	3	Yes	3	3	No	0	N/A	
Michigan	A										
Michigan	RM										
Minnesota	ARM	Yes	4	4	No	0	0	No	0	0	
Mississippi	ARM	Yes	4	4	Yes	4	2	Yes	4	1	
Missouri	ARM	Yes	3	4	Yes	2	4	Yes	3	4	
Montana	A&RM		4	2		4	2				Please note that RM is self-sustaining. State Archives is general fund.
Nebraska	A&RM	No	0	0	Yes	4	3	No	3	1	
Nevada	ARM	Yes	4	4	No	N/A	N/A	Yes	1	0	
New Hampshire	ARM										Unable to enter responses on form
New Jersey	ARM	Yes	4	3	No	N/A	N/A	No	N/A	N/A	
New Mexico	ARM	Yes	4	3	Yes	4	3	No	N/A	N/A	
New York	ARM	Yes	3	3	Yes	3	2	No	3	2	
North Carolina	ARM	Yes	4	4	Yes	4	4	No	2	2	
North Dakota	A	Yes	4	4	Yes	4	1	No	1	0	
North Dakota	RM										
Ohio	A	Yes	4	2	No	2	1	No	3	1	
Ohio	RM										
Oklahoma	ARM	Yes	4	2	Yes	4	2	No	4	0	
Oregon	ARM	Yes	4	2	Yes	4	4	Yes	4	1	Electronic Records Management
Pennsylvania	ARM	Yes	4	2		3	2		0	0	
Rhode Island	ARM	Yes	4	3	No	4	1	Yes	4	1	
South Carolina	ARM										
South Dakota	A	Yes	4	4	Yes	4	4	No	3	0	

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
South Dakota	RM										
Tennessee	A	Yes	4	4	Yes	4	4	Yes	4	4	
Tennessee	RM										
Texas	A				Yes	4	3				
Texas	RM	Yes	4	2							
Utah	ARM	Yes	4	4	Yes	4	3	Yes	3	2	
Vermont	ARM	Yes	4	3	Yes	4	4	No	N/A	N/A	
Virginia	ARM	Yes	4	3	Yes	4	3	Yes	4	3	
Washington	ARM	Yes	4	2	Yes	4	2	Yes	4	1	
West Virginia	A	Yes	3	0	No	0	0	No	0	0	
West Virginia	RM										
Wisconsin	A		4	3		2	2		3	0	
Wisconsin	RM										
Wyoming	ARM	Yes	4	4	Yes	4	4	No	3	3	
Dist of Columbia											
Amer Samoa		Yes	4	2	Yes	1	1	Yes	2	1	
Guam											
N Marianas		Yes	4	2	Yes	3	1	Yes	2	1	
Puerto Rico											
US Virgin Islands		Yes	4	0	No	3	0	No	3	0	

Table 4.3a. Extent of the state ARM program’s authority and resources for carrying out records-related responsibilities

Legislative branch agencies. Part 1 of 2. (Q10.2)

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources
Alabama	ARM	Yes	1	1	Yes	3	2	Yes	2	1	No	3	1
Alaska	ARM	No	2	2	No	2	2	No	2	2	No	2	2
Arizona	ARM	No	4	1	Yes	4	1	No	4	1	Yes	4	1
Arkansas	A												
California	A	No	0	0	No	0	0	Yes	0	1	No	0	0
California	RM												
Colorado	ARM												
Connecticut	ARM	No	0	0	No	0	0	No	0	0	No	0	0
Delaware	ARM												
Florida	ARM	Yes	2	3	No	2	3	Yes	2	2	No	2	0
Georgia	ARM	No	3	2	Yes	3	3	Yes	3	1	No	N/A	N/A
Hawaii	ARM	No	N/A	0	No	N/A	0	No	N/A	0	No	N/A	0
Idaho	ARM	Yes	0	1	Yes	0	1	Yes	0	1	No	0	0
Illinois	ARM	Yes	3	4	Yes	4	4	Yes	4	4	Yes	4	4
Indiana	ARM	No	2	1	No	0	0	No	0	0	No	2	2
Iowa	ARM	Yes	4	1	Yes	4	1	Yes	4	1	No	2	0
Kansas	ARM	No	0	N/A	No	0	N/A	Yes	2	1	No	1	N/A
Kentucky	ARM	Yes	4	3				Yes	4	3			
Louisiana	ARM												
Maine	ARM												
Maryland	A	Yes	4	1	Yes	4	1	Yes	4	2	Yes	4	2

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources
Maryland	RM												
Massachusetts	ARM		N/A										N/A
Michigan	A												
Michigan	RM												
Minnesota	ARM	Yes	2	1	Yes	4	1	Yes	3	1	No	0	0
Mississippi	ARM	Yes	2	3	No	0	0	Yes	4	3	No	4	0
Missouri	ARM	No	1	3	No	0	4	Yes	1	4	Yes	4	3
Montana	A&RM												
Nebraska	A&RM	Yes	3	2	Yes	4	2	Yes	4	2	Yes	3	2
Nevada	ARM	No	N/A	N/A	No	N/A	N/A	No	N/A	N/A	Yes	2	1
New Hampshire	ARM												
New Jersey	ARM	Yes	3	4	Yes	4	4	Yes	4	4	No	N/A	N/A
New Mexico	ARM	Yes	0	3	Yes	4	3	Yes	4	3	No	N/A	N/A
New York	ARM	No	1	0	No	0	0	No	1	1	No	1	1
North Carolina	ARM	No	0	0	Yes	2	2	No	0	0	Yes	2	2
North Dakota	A	No	0	0	No	0	0	No	0	0	No	0	0
North Dakota	RM												
Ohio	A	No	2	2	Yes	3	2	Yes	3	2	No	2	2
Ohio	RM												
Oklahoma	ARM	Yes	4	2	Yes	4	3	Yes	4	2	No	4	0
Oregon	ARM	Yes	2	2	Yes	2	2	Yes	2	2	No	4	0
Pennsylvania	ARM		1	1		0	1		1	1		0	0
Rhode Island	ARM	No	4	2	No	4	2	No	4	1		N/A	N/A
South Carolina	ARM												
South Dakota	A	Yes	4	4	Yes	4	4	Yes	4	4	No	4	2

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources
South Dakota	RM												
Tennessee	A	Yes	2	2	No	0	0				Yes	2	2
Tennessee	RM												
Texas	A	Yes	4	3	Yes	4	4	Yes	4	2			
Texas	RM	Yes	3	2	Yes	4	2						
Utah	ARM	Yes	4	4	Yes	0	0	Yes	4	3	Yes	4	4
Vermont	ARM	Yes	4	2	Yes	4	2	Yes	4	2	No	N/A	N/A
Virginia	ARM	Yes	4	3	Yes	4	3	Yes	4	3	Yes	4	3
Washington	ARM	Yes	3	4	Yes	3	4	Yes	3	4	Yes	3	3
West Virginia	A	No	0	0	No	0	0	No	0	0	No	0	0
West Virginia	RM												
Wisconsin	A		0			0			0			0	
Wisconsin	RM												
Wyoming	ARM	No	2	2	No	2	2	No	2	2	No	2	0
Dist of Columbia													
Amer Samoa		Yes	4	2	Yes	4	2	Yes	2	0	Yes	1	1
Guam			3										
N Marianas		No	1	1	No	0	0	Yes	1	2	Yes	2	1
Puerto Rico													
US Virgin Islands		Yes	0	1	No	0	0	Yes	0	3	No	0	0

Table 4.3b. Extent of the state ARM program’s authority and resources for carrying out records-related responsibilities

Legislative branch agencies. Part 2 of 2. (Q10.2)

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
Alabama	ARM	Yes	4	2	No	3	2	No	3	0	
Alaska	ARM	No	2	2	No	2	2	No	1	1	
Arizona	ARM	Yes	4	2	Yes	4	2	No	2	1	
Arkansas	A										
California	A	Yes	3	3	No	0	0	No	0	0	
California	RM										
Colorado	ARM										Unable to enter responses into form
Connecticut	ARM	Yes	0	1	No	0	0	No	0	0	
Delaware	ARM										
Florida	ARM	Yes	2	3	Yes	2	3	No	2	0	
Georgia	ARM	Yes	4	2	No	4	0	No	4	1	
Hawaii	ARM	Yes	N/A	1	Yes	N/A	1	No	N/A	0	
Idaho	ARM	Yes	4	1	Yes	4	1	Yes	4	1	
Illinois	ARM	Yes	4	4	Yes	4	4	Yes	4	4	
Indiana	ARM	No	2	2	No	0	0	No	2	2	
Iowa	ARM	Yes	4	1	No	4	1	No	4	0	
Kansas	ARM	Yes	2	2	No	1	N/A	No	1	N/A	
Kentucky	ARM										
Louisiana	ARM										
Maine	ARM										Unable to enter responses into form
Maryland	A	Yes	4	2	Yes	4	3	Yes	4	3	
Maryland	RM										

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
Massachusetts	ARM										Legislature is not subject to public records law.
Michigan	A										
Michigan	RM										
Minnesota	ARM	Yes	4	4	No	0	0	No	0	0	
Mississippi	ARM	No	2	3	No	2	0	No	4	1	
Missouri	ARM	Yes	4	4	Yes	4	4	Yes	4	4	
Montana	A&RM										We do not have authority or funding for this function, but these entities are free to ask for assistance and/or use schedules provided for above.
Nebraska	A&RM	No	N/A	N/A	No	3	1	No	2	1	
Nevada	ARM	Yes	4	4	No	N/A	N/A	Yes	1	1	
New Hampshire	ARM										Unable to enter responses into form
New Jersey	ARM	Yes	4	3	No	N/A	N/A	No	N/A	N/A	
New Mexico	ARM	Yes	4	3	Yes	4	3	No	N/A	N/A	
New York	ARM	Yes	2	1	No	1	1	No	1	1	
North Carolina	ARM	No	0	0	No	0	0	No	0	0	
North Dakota	A	Yes	4	4	No	0	0	No	0	0	
North Dakota	RM										
Ohio	A	Yes	4	2	No	2	1	No	2	1	
Ohio	RM										
Oklahoma	ARM	Yes	4	1	Yes	4	2	No	4	0	
Oregon	ARM	Yes	4	2	Yes	4	4	Yes	2	2	Electronic Records Management
Pennsylvania	ARM		2	2		0	0		0	0	
Rhode Island	ARM	Yes	4	3		N/A	N/A	No	4	1	
South Carolina	ARM										

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
South Dakota	A	Yes	4	4	Yes	4	4	No	3	0	
South Dakota	RM										
Tennessee	A	Yes	4	4	Yes	2	2	Yes	4	4	
Tennessee	RM										
Texas	A										
Texas	RM	Yes	4	2							
Utah	ARM	Yes	4	4	Yes	4	4	Yes	3	2	
Vermont	ARM	Yes	4	3	Yes	4	4	No	N/A	N/A	
Virginia	ARM	Yes	4	3	Yes	4	2	Yes	4	4	
Washington	ARM	Yes	3	2	Yes	3	2	Yes	3	1	
West Virginia	A	No	0	0	No	0	0	No	0	0	
West Virginia	RM										
Wisconsin	A		0			0			0		
Wisconsin	RM										
Wyoming	ARM	No	2	2	No	2	2	No	0	0	
Dist of Columbia											
Amer Samoa		Yes	4	2	Yes	1	1	Yes	2	1	
Guam											
N Marianas		Yes	3	2	Yes	2	2	Yes	1	1	
Puerto Rico											
US Virgin Islands		No	0	0	No	0	0	No	0	0	Operates and manages a records center? - Active Yes; Authority 4; Resources 3

Table 4.4a. Extent of the state ARM program's authority and resources for carrying out records-related responsibilities

Judicial branch agencies. Part 1 of 2. (Q10.3)

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources
Alabama	ARM	No	2	1	Yes	3	2	Yes	3	2	No	2	0
Alaska	ARM	No	0	0	No	0	0	No	0	0	No	0	0
Arizona	ARM	No	0	0	No	0	0	Yes	4	1	Yes	4	1
Arkansas	A												
California	A	No	0	0	No	0	0	Yes	0	2	No	0	0
California	RM												
Colorado	ARM												
Connecticut	ARM	Yes	1	0	Yes	1	0	No	0	0	No	0	0
Delaware	ARM												
Florida	ARM	No	2	3	No	2	3	No	2	3	No	2	0
Georgia	ARM	No	2	N/A	No	2	N/A	Yes	3	1	No	3	N/A
Hawaii	ARM	No	N/A	0	No	N/A	0	No	N/A	0	No	N/A	0
Idaho	ARM	Yes	0	1	Yes	0	1	Yes	0	1	No	0	0
Illinois	ARM	Yes	3	2	Yes	3	4	No	3	2	Yes	4	4
Indiana	ARM	Yes	2	1	Yes	2	1	Yes	2	2	Yes	3	2
Iowa	ARM	No	0	0	No	0	0	Yes	4	1	No	2	0
Kansas	ARM	No	0	N/A	No	0	N/A	Yes	1	1	No	1	N/A
Kentucky	ARM	Yes	0					Yes	0				
Louisiana	ARM												
Maine	ARM												
Maryland	A	Yes	4	1	Yes	4	1	Yes	4	2	Yes	4	2
Maryland	RM												
Massachusetts	ARM		N/A			N/A			N/A			N/A	

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources
Michigan	A												
Michigan	RM												
Minnesota	ARM	Yes	2	1		4	4	Yes	3	1	No	0	0
Mississippi	ARM	Yes	2	3	No	0	0	Yes	4	3	No	4	0
Missouri	ARM	No	1	3	No	0	4	Yes	1	4	Yes	4	3
Montana	A&RM												
Nebraska	A&RM	Yes	3	2	Yes	4	2	Yes	4	2	Yes	3	2
Nevada	ARM	No	N/A	N/A	No	N/A	N/A	Yes	3	2	Yes	2	2
New Hampshire	ARM	No	0	N/A	No	0	N/A	Yes	1	4	No	N/A	N/A
New Jersey	ARM	Yes	0	3	Yes	4	3	Yes	4	3	No	N/A	N/A
New Mexico	ARM	No	3	0	No	0	0	No	1	0	No	0	0
New York	ARM	Yes	3	3	Yes	3	3	No	3	3	No	3	0
North Carolina	ARM	No	0	0	No	0	2	Yes	4	3	No	0	0
North Dakota	A	No	0	N/A	No	0	N/A	Yes	1	4	No	N/A	N/A
North Dakota	RM												
Ohio	A	No	2	2	No	2	2	No	2	2	No	2	2
Ohio	RM												
Oklahoma	ARM	Yes	4	2	Yes	4	3	Yes	4	2	No	4	0
Oregon	ARM	Yes	4	2	Yes	4	2	Yes	4	2	No	4	0
Pennsylvania	ARM	Yes	2	2		1	1		2	2		0	0
Rhode Island	ARM		4	1		N/A	N/A		N/A	N/A		N/A	N/A
South Carolina	ARM												
South Dakota	A	Yes	4	4	Yes	4	4	Yes	4	4	No	4	2
South Dakota	RM												
Tennessee	A	Yes	3	3	Yes	3	3				Yes	4	4
Tennessee	RM												

State or Territory	Program	ARM establishes records-related standards/guidelines			ARM approves records retention and disposition schedules			ARM provides consultation and training on records-related practices & procedures			ARM provides micrographic or digital imaging services		
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources
Texas	A	Yes	4	3	Yes	4	4	Yes	4	2			
Texas	RM	Yes	3	2	Yes	3	2	Yes	4	2			
Utah	ARM	Yes	4	4	Yes	0	0	Yes	4	3	Yes	4	4
Vermont	ARM	Yes	4	2	Yes	4	2	Yes	4	2	No	N/A	N/A
Virginia	ARM	Yes	4	3	Yes	4	3	Yes	4	3	No	N/A	N/A
Washington	ARM	Yes	3	4	Yes	3	4	Yes	3	4	Yes	3	3
West Virginia	A	No	0	0	No	0	0	No	0	0	No	0	0
West Virginia	RM												
Wisconsin	A		0			0			0			0	
Wisconsin	RM												
Wyoming	ARM	Yes	3	3	Yes	3	3	No	2	2	No	2	0
Dist of Columbia													
Amer Samoa		Yes	4	2	Yes	4	2	Yes	2	0	Yes	1	1
Guam			4										
N Marianas		No	0	1	No	0	1	No	1	1	No	2	2
Puerto Rico													
US Virgin Islands		Yes	0	1	Yes	0	1	Yes	0	3	No	0	0

Table 4.4b. Extent of the state ARM program’s authority and resources for carrying out records-related responsibilities

Judicial branch agencies. Part 2 of 2. (Q10.3)

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
Alabama	ARM	No	1	2	No	2	1	No	2	0	
Alaska	ARM	No	2	2	No	3	0	No	0	0	
Arizona	ARM	Yes	4	2	Yes	4	2	Yes	2	1	
Arkansas	A										
California	A	Yes	3	3	No	0	0	No	0	0	
California	RM										
Colorado	ARM										Unable to submit responses
Connecticut	ARM	Yes	1	0	No	0	0	Yes	0	0	
Delaware	ARM										
Florida	ARM	Yes	2	3	Yes	2	2	No	2	0	
Georgia	ARM	Yes	4	2	Yes	4	0	No	4	1	
Hawaii	ARM	No	N/A	0	Yes	N/A	0	No	N/A	0	
Idaho	A	Yes	4	1	Yes	4	1	Yes	4	1	
Illinois	ARM	Yes	2	2	Yes	4	4	Yes	2	2	
Indiana	ARM	Yes	3	2	Yes	3	2	Yes	3	2	
Iowa	ARM	No	4	1	No	4	1	No	4	0	
Kansas	ARM	Yes	3	2	No	1	N/A	No	1	N/A	
Kentucky	ARM										
Louisiana	ARM										
Maine	ARM										Unable to submit responses
Maryland	A	Yes	4	2	Yes	4	3	Yes	4	3	
Maryland											
Massachusetts	ARM										

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of ARM authority	Extent of ARM resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
Michigan	A										
Michigan	RM										
Minnesota	ARM	Yes	4	4	No	0	0	No	0	0	
Mississippi	ARM	Yes	2	4	No	2	0	No	4	1	
Missouri	ARM	Yes	4	4	Yes	4	4	Yes	4	4	
Montana	A&RM										Please note that we do not have authority over this branch, but judicial may ask for assistance, and/or use existing general schedules.
Nebraska	A&RM	Yes	4	2	Yes	3	2	Yes	4	3	
Nevada	ARM	Yes	3	3	Yes	2	2	No	N/A	N/A	
New Hampshire	ARM										Unable to submit responses
New Jersey	ARM	Yes	4	3	Yes	4	3	Yes	4	3	
New Mexico	ARM	No	0	0	No	0	0	No	0	0	
New York	ARM	Yes	3	3	No	3	0	No	2	2	Office of Court Administration operates its own RM--so it is happening, but we do not do it
North Carolina	ARM	Yes	4	4	No	0	0	No	0	0	
North Dakota	A	Yes	4	3	No	N/A	N/A	No	N/A	N/A	
North Dakota	RM										
Ohio	A	Yes	4	2	No	2	1	No	2	1	
Ohio	RM										
Oklahoma	ARM	Yes	4	1	Yes	4	2	No	4	0	
Oregon	ARM	Yes	4	2	Yes	4	4	Yes	4	2	Electronic Records Management
Pennsylvania	ARM		2	0		0	0		0	0	
Rhode Island	ARM		N/A	N/A		N/A	N/A		N/A	N/A	Judiciary has its own ARM program
South Carolina	ARM										

State or Territory	Program	ARM accessions records into the state archives and/or regional repositories			ARM provides security storage for microfilm and/or electronic media			ARM provides conservation/preservation services			Other
		ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	ARM is active	Extent of authority	Extent of resources	
South Dakota	A	Yes	4	4	Yes	4	4	No	3	0	
South Dakota	RM										
Tennessee	A	Yes	3	3	Yes	3	3	Yes	4	4	
Tennessee	RM										
Texas	A	Yes	4	2							
Texas	RM										
Utah	ARM	Yes	4	4	Yes	4	3	Yes	3	2	
Vermont	ARM	Yes	4	3	Yes	4	4	No	N/A	N/A	
Virginia	ARM	Yes	4	3	No	N/A	N/A	Yes	4	3	
Washington	ARM	Yes	3	2	Yes	3	2	Yes	3	1	
West Virginia	A	No	0	0	No	0	0	No	0	0	
West Virginia	RM										
Wisconsin	A		0			0			0		
Wisconsin	RM										
Wyoming	ARM	Yes	3	3	No	2	0	No	0	0	
Dist of Columbia											
Amer Samoa		Yes	4	2	Yes	1	1	Yes	2	1	
Guam											
N Marianas		Yes	4	2	Yes	3	1	No	1	1	
Puerto Rico											
US Virgin Islands											

Section 5. Services re: Local Government Records Provided by State Archives and/or Records Management Programs

Table 5.1. Does the state archives and/or state records management program provide records-related services to local government records or bear responsibility for the management or retention of local government records?

Tables 5.2. What level of services does the state archives and/or state records management program provide for local government records in each of the following areas? (There are three tables showing a total of 14 types of programs and services.)

Table 5.3 Number of FTEs in archives and/or records management program devoted to programs and services for local government records.

Table 5.4a. State funds that receive revenue from fees collected by local governments and are used to support records-related services. Year program started and fee structure.

Table 5.4b. State funds that receive revenue from fees collected by local governments that are used to support records-related services. Volume of revenue generated and how revenue is allocated.

Legend for all tables unless otherwise noted:



= No report

Program scope:	ARM = Joint archives and records management program	RM = Records management program	A = Archives program
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Table 5.1. State archives and/or state records management program providing records-related services to local government records or bearing responsibility for the management or retention of local government records (Q8.1)

Response	Number	Percent of reporting programs (n=51)	State and Territorial ARM Programs			
Yes	45	88%	AL-ARM AK-ARM AZ-ARM CA-A CO-ARM CT-ARM FL-ARM GA-ARM ID-A&RM IL-ARM IN-ARM	KS-ARM KY-ARM ME-ARM MD-A MA-ARM MN-A MS-ARM MO-ARM MT-A&RM NE-A&RM NV-ARM NH-ARM	NJ-ARM NY-ARM NC-ARM ND-A OH-A OK-ARM OR-ARM PA-ARM RI-ARM SC-ARM SD-A	TN-A TX-A TX-RM UT-ARM VT-ARM VA-ARM WA-ARM WV-A WI-A AS-ARM MP-ARM
No	6	12%	CA-RM	HI-ARM IA-ARM	NM-ARM	GU-A VI-ARM
No report	14		AR-A DE-ARM LA-ARM MD-RM MI-A	MI-RM ND-RM OH-RM	SD-RM WI-RM WV-RM WY-ARM	DC-ARM PR-A

Table 5.2a. What level of services does the state archives and/or state records management program provide for local government records (LGR) in each of the following areas?

(Q8.2)

Composite

Name of state	Serves as repository for LGR (i.e., accessions permanent records)	Provides storage for LGR (i.e., temporary custody of records)	Imaging services for LGR	Microfilming services for LGR	Security storage of microfilm for LGR
Total # reporting	44	44	44	43	44
Active program	21	7	12	12	26
Occasionally	5	2	5	6	2
Rarely	13	10	8	6	5
Never	3	25	19	19	11

Individual programs

State / territory	Program	Serves as repository for LGR (i.e., accessions permanent records)	Provides storage for LGR (i.e., temporary custody of records)	Provides imaging services for LGR	Provides microfilming services for LGR	Provides security storage of microfilm for LGR
Alabama	ARM	Rarely	Rarely	Rarely	Never	Active
Alaska	ARM	Rarely	Never	Rarely	Never	Active
Arizona	ARM	Active	Rarely	Occasional	Rarely	Never
Arkansas	A					
California	A	Rarely	Never	Never	Never	Never
California	RM					
Colorado	ARM	Occasional	Never	Never	Never	Active
Connecticut	ARM	Occasional	Never	Never	Never	Never
Delaware	ARM					
Florida	ARM	Rarely	Occasional	Never	Never	Active
Georgia	ARM	Rarely	Rarely	Rarely	Never	Active
Hawaii	ARM					
Idaho	A&RM	Active	Active	Occasional	Occasional	Active
Illinois	ARM	Active	Never	Occasional	Active	Active
Indiana	ARM	Active	Rarely	Active	Active	Active
Iowa	ARM					

State / territory	Program	Serves as repository for LGR (i.e., accessions permanent records)	Provides storage for LGR (i.e., temporary custody of records)	Provides imaging services for LGR	Provides microfilming services for LGR	Provides security storage of microfilm for LGR
Kansas	ARM	Never	Never	Never	Never	Never
Kentucky	ARM	Occasional	Rarely	Active	Active	Active
Louisiana	ARM					
Maine	ARM	Rarely	Never	Rarely	Occasional	Occasional
Maryland	A	Active	Never	Occasional	Never	Active
Maryland	RM					
Massachusetts	ARM					
Michigan	A					
Michigan	RM					
Minnesota	ARM	Active	Never	Never	Never	Never
Mississippi	ARM	Rarely	Never	Rarely	Rarely	Never
Missouri	ARM	Never	Rarely	Active	Active	Active
Montana	A&RM	Occasional	Never	Never	Never	Never
Nebraska	A&RM	Active	Never	Never	Never	Active
Nevada	ARM	Never	Never	Active	Active	Never
New Hampshire	ARM	Rarely	Never	Never	Never	Active
New Jersey	ARM	Rarely	Never	Never	Never	Never
New Mexico	ARM					
New York	ARM	Rarely	Never	Never	Never	Never
North Carolina	ARM	Active	Active	Active	Active	Active
North Dakota	A	Active	Never	Never	Active	Active
North Dakota	RM					
Ohio	A	Active	Never	Rarely	Rarely	Rarely
Ohio	RM					
Oklahoma	ARM	Never	Never	Never	Never	Active
Oregon	ARM	Active	Never	Never	Never	Active
Pennsylvania	ARM	Occasional	Rarely	Rarely	Occasional	Active
Rhode Island	ARM	Rarely	Rarely	Never	Never	Rarely
South Carolina	ARM	Active	Never	Never	Active	Active
South Dakota	A	Active	Never	Never	Occasional	Never
South Dakota	RM					

State / territory	Program	Serves as repository for LGR (i.e., accessions permanent records)	Provides storage for LGR (i.e., temporary custody of records)	Provides imaging services for LGR	Provides microfilming services for LGR	Provides security storage of microfilm for LGR
Tennessee	A	Rarely	Occasional	Active	Active	Active
Texas	A	Never	Rarely	Active	Active	Rarely
Texas	RM	Active				
Utah	ARM	Active	Active	Active	Active	Active
Vermont	ARM	Never	Never	Never	Never	Active
Virginia	ARM	Active	Active	Active	Active	Active
Washington	ARM	Active	Active	Active	Active	Active
West Virginia	A	Active	Never	Active	Occasional	Occasional
West Virginia	RM					
Wisconsin	A	Active	Rarely	Active	Occasional	Rarely
Wisconsin	RM					
Wyoming	ARM	Active	Active	Rarely	Rarely	Active
District of Columbia	ARM					
American Samoa	ARM	Rarely	Never	Never	Rarely	Rarely
Guam	A					
N Marianas	A	Active	Active	Occasional	Rarely	Active
Puerto Rico	A					
U.S. Virgin Islands	ARM					

Table 5.2b. What level of services does the state archives and/or state records management program provide for local government records in each of the following areas?

(Q8.2, cont.)

Composite

Name of state	Provides security storage of digital records for LGR	Provides preservation or conservation services for LGR	Provides training to local government officials and employees	Provides onsite consultation to local government officials and employees	Assists local government in preparing records schedules
Total # reporting	44	45	45	45	44
Active program	6	7	30	25	27
Occasionally	3	12	11	13	10
Rarely	3	7	2	6	4
Never	32	19	2	1	3

Individual programs

State / territory	Program	Provides security storage of digital records for LGR	Provides preservation or conservation services for LGR	Provides training to local government officials and employees	Provides onsite consultation to local government officials and employees	Assists local government in preparing records schedules
Alabama	ARM	Never	Rarely	Active	Active	Active
Alaska	ARM	Never	Never	Occasional	Occasional	Occasional
Arizona	ARM	Never	Occasional	Active	Active	Active
Arkansas	A					
California	A	Never	Rarely	Occasional	Occasional	Rarely
California	RM					
Colorado	ARM	Occasional	Never	Active	Occasional	Active
Connecticut	ARM	Never	Occasional	Active	Active	Active
Delaware	ARM					
Florida	ARM	Active	Never	Active	Active	Active
Georgia	ARM	Rarely	Rarely	Active	Active	Active
Hawaii	ARM					
Idaho	A&RM	Occasional	Occasional	Occasional	Occasional	Occasional
Illinois	ARM	Never	Occasional	Active	Active	Active
Indiana	ARM	Never	Active	Active	Active	Active
Iowa	ARM					

State / territory	Program	Provides security storage of digital records for LGR	Provides preservation or conservation services for LGR	Provides training to local government officials and employees	Provides onsite consultation to local government officials and employees	Assists local government in preparing records schedules
Kansas	ARM	Never	Never	Occasional	Rarely	Occasional
Kentucky	ARM	Active	Active	Active	Active	Never
Louisiana	ARM					
Maine	ARM	Never	Rarely	Active	Active	Active
Maryland	A	Active	Occasional	Active	Active	Active
Maryland	RM					
Massachusetts	ARM		Active	Active	Active	Active
Michigan	A					
Michigan	RM					
Minnesota	ARM	Never	Never	Occasional	Occasional	Active
Mississippi	ARM	Never	Never	Active	Active	Active
Missouri	ARM	Never	Active	Active	Active	Active
Montana	A&RM	Never	Rarely	Rarely	Rarely	Active
Nebraska	A&RM	Never	Occasional	Occasional	Occasional	
Nevada	ARM	Never	Never	Active	Occasional	Active
New Hampshire	ARM	Never	Never	Never	Never	Occasional
New Jersey	ARM	Never	Never	Never	Occasional	Occasional
New Mexico	ARM					
New York	ARM	Never	Never	Active	Active	Rarely
North Carolina	ARM	Never	Occasional	Active	Active	Active
North Dakota	A	Rarely	Rarely	Active	Active	Occasional
North Dakota	RM					
Ohio	A	Never	Never	Active	Occasional	Active
Ohio	RM					
Oklahoma	ARM	Never	Never	Occasional	Rarely	Never
Oregon	ARM	Never	Occasional	Active	Active	Active
Pennsylvania	ARM	Never	Never	Active	Occasional	Active
Rhode Island	ARM	Never	Occasional	Active	Active	Never
South Carolina	ARM	Never	Never	Active	Active	Active
South Dakota	A	Never	Never	Occasional	Occasional	Rarely
South Dakota	RM					

State / territory	Program	Provides security storage of digital records for LGR	Provides preservation or conservation services for LGR	Provides training to local government officials and employees	Provides onsite consultation to local government officials and employees	Assists local government in preparing records schedules
Tennessee	A	Active	Occasional	Active	Active	Active
Texas	A	Never	Never	Active	Rarely	Active
Texas	RM					
Utah	ARM	Rarely	Occasional	Active	Active	Active
Vermont	ARM	Never	Never	Active	Active	Active
Virginia	ARM	Occasional	Active	Active	Active	Active
Washington	ARM	Active	Active	Active	Active	Active
West Virginia	A	Never	Never	Occasional	Active	Occasional
West Virginia	RM					
Wisconsin	A	Never	Occasional	Occasional	Occasional	Occasional
Wisconsin	RM					
Wyoming	ARM	Never	Never	Occasional	Occasional	Occasional
District of Columbia	ARM					
American Samoa	ARM	Never	Rarely	Rarely	Rarely	Occasional
Guam	A					
N Marianas	A	Active	Active	Active	Rarely	Rarely
Puerto Rico	A					
U.S. Virgin Islands	ARM					

Table 5.2c. What level of services does the state archives and/or state records management program provide for local government records in each of the following areas?

(Q8.2, cont.)

Composite

State / Territory	Writes schedules for LGR	Approves schedules for LGR	Provides grants to local government in support of records-related activities	Operates a regional depository system that accessions LGR
Total # reporting	45	45	44	43
Active program	25	31	12	5
Occasionally	6	6	3	2
Rarely	7	2	7	1
Never	7	6	22	36

Individual programs

State / Territory	Program	Writes schedules for LGR	Approves schedules for LGR	Provides grants to local government in support of records-related activities	Operates a regional depository system that accessions LGR
Alabama	ARM	Active	Active	Active	Never
Alaska	ARM	Occasional	Never	Never	Never
Arizona	ARM	Active	Active	Never	Never
Arkansas	A				
California	A	Never	Never	Never	Never
California	RM				
Colorado	ARM	Occasional	Active	Never	Never
Connecticut	ARM	Active	Active	Active	Never
Delaware	ARM				
Florida	ARM	Active	Active	Never	Never
Georgia	ARM	Active	Active	Rarely	Never
Hawaii	ARM				
Idaho	A&RM	Occasional	Occasional	Never	Never
Illinois	ARM	Active	Active	Rarely	
Indiana	ARM	Active	Active	Active	Never
Iowa	ARM				

State / Territory	Program	Writes schedules for LGR	Approves schedules for LGR	Provides grants to local government in support of records-related activities	Operates a regional depository system that accessions LGR
Kansas	ARM	Rarely	Occasional	Never	Never
Kentucky	ARM	Active	Active	Active	Never
Louisiana	ARM				
Maine	ARM	Active	Active	Active	Never
Maryland	A	Rarely	Active	Never	Occasional
Maryland	RM				
Massachusetts	ARM	Active	Active		
Michigan	A				
Michigan	RM				
Minnesota	ARM	Never	Active	Never	Never
Mississippi	ARM	Active	Active	Never	Never
Missouri	ARM	Active	Active	Active	Never
Montana	A&RM	Active	Active	Occasional	Never
Nebraska	A&RM	Active	Active	Occasional	Never
Nevada	ARM	Active	Active	Never	Never
New Hampshire	ARM	Never	Never	Never	Never
New Jersey	ARM	Never	Active	Never	Never
New Mexico	ARM				
New York	ARM	Active	Rarely	Active	Never
North Carolina	ARM	Active	Active	Never	Never
North Dakota	A	Rarely	Active	Never	Active
North Dakota	RM				
Ohio	A	Never	Active	Never	Rarely
Ohio	RM				
Oklahoma	ARM	Never	Never	Occasional	Never
Oregon	ARM	Active	Active	Never	Never
Pennsylvania	ARM	Active	Never	Rarely	Never
Rhode Island	ARM	Active	Active	Rarely	Never
South Carolina	ARM	Active	Active	Never	Never
South Dakota	A	Never	Occasional	Never	Never

State / Territory		Writes schedules for LGR	Approves schedules for LGR	Provides grants to local government in support of records-related activities	Operates a regional depository system that accessions LGR
South Dakota	RM				
Tennessee	A	Rarely	Occasional	Active	Never
Texas	A	Active	Active	Never	Never
Texas	RM				Active
Utah	ARM	Rarely	Rarely	Active	Active
Vermont	ARM	Active	Active	Never	Never
Virginia	ARM	Active	Active	Active	Never
Washington	ARM	Active	Active	Active	Active
West Virginia	A	Rarely	Active	Active	Never
West Virginia	RM				
Wisconsin	A	Occasional	Active	Rarely	Active
Wisconsin	RM				
Wyoming	ARM	Occasional	Occasional	Rarely	Never
District of Columbia	ARM				
American Samoa	ARM	Occasional	Occasional	Rarely	Never
Guam	A				
N Marianas	A	Rarely	Never	Never	Occasional
Puerto Rico	ARM				
U.S. Virgin Islands	ARM				

Table 5.3 Number of staff full-time equivalents (FTEs) in archives and/or records management program devoted to programs and services for local government records.

(Q8.3)

State/Territory	Program	# FTEs
Alabama	ARM	4
Alaska	ARM	
Arizona	ARM	
Arkansas	A	
California	A	
California	RM	
Colorado	ARM	0.25
Connecticut	ARM	3
Delaware	ARM	
Florida	ARM	3
Georgia	ARM	2
Hawaii	ARM	
Idaho	ARM	1
Illinois	ARM	9
Indiana	ARM	2
Iowa	ARM	
Kansas	ARM	0
Kentucky	ARM	6
Louisiana	ARM	
Maine	ARM	2
Maryland	A	5
Maryland	RM	
Massachusetts	ARM	1
Michigan	A	
Michigan	RM	
Minnesota	A	1
Mississippi	ARM	2
Missouri	ARM	20
Montana	A&RM	1
Nebraska	A&RM	2
Nevada	ARM	1
New Hampshire	ARM	0.1
New Jersey	ARM	0
New Mexico	ARM	
New York	ARM	6
North Carolina	ARM	13
North Dakota	A	1

State/Territory	Program	# FTEs
North Dakota	RM	
Ohio	A	3
Ohio	RM	
Oklahoma	ARM	0
Oregon	ARM	2
Pennsylvania	ARM	1
Rhode Island	ARM	1
South Carolina	ARM	2
South Dakota	A	1
South Dakota	RM	
Tennessee	A	4
Texas	A	5
Texas	RM	0
Utah	ARM	2
Vermont	ARM	1
Virginia	ARM	16
Washington	ARM	31
West Virginia	A	4
West Virginia	RM	
Wisconsin	A	3
Wisconsin	RM	
Wyoming	ARM	1

Total, all states (FTEs)	164.35
Average per state (FTEs)	4
Median, all states (FTEs)	2

District of Columbia	ARM	
American Samoa	ARM	0
Guam	A	0
Northern Marianas	A	1
Puerto Rico	A	
US Virgin Islands	ARM	

Table 5.4a. States that receive revenue from fees collected by local governments and are used to support records-related services. Year program started and fee structure.
(Q8.5, Q8.6)

State	Year program started	Fee structure
Connecticut	2000	\$2 per document filed on the land records of the municipality.
Kentucky	1984	\$2 per recorded document – County Clerk legal process tax.
Maryland	Fund began back in the 1950s when what is now the Maryland Historical Society published historical works that were sold to the public.	Note: Most of the Maryland State Archives revenue comes from the courts and, more specifically, from the Circuit Court Clerks through land record recordation fees. In Maryland, the Circuit Courts can be thought of as both a county and a state function. Regardless, Archives has responsibility for all records of both state and local government.
Mississippi	1996	\$1 per eligible document filed in any office of local government.
Missouri	1989	\$1 per permanent document filed with the county recorder
New Jersey	2003	\$5 per page for certain filings at the clerks' office depending on the type of service rendered.
New York	1990	Local Government Records Management Improvement Fund is funded by a \$5 fee collected on the recording of documents in the county clerks' offices and the same fee is collected for the assignment of index numbers in civil cases through those same offices.
North Carolina	2009	\$1.55 fee per recorded instrument at our county registers of deeds offices.
North Dakota		\$3 of the fee collected for the first page of each instrument recorded must be placed in the document preservation fund of the County Recorder
Pennsylvania	1998	\$5 per document filed in Recorder of Deeds Office.
Rhode Island	1993	Presently \$4 for land evidence and probate filings, with \$3 to the State Archives and \$1 in the municipal Historical Records Trust Fund account. The municipal Fund is under the jurisdiction of the City or Town Clerk. The State's portion funds both the Local Government Records Program and the State Archives.
Virginia	1990	\$1 of the fee collected for recording and indexing shall be designated for use in preserving the permanent records of the circuit courts.
Washington	1994	\$2 on every document records at a county recorder's office \$20 upon each judgment debtor upon satisfaction of a warrant filed in superior court for unpaid taxes or liabilities
West Virginia	2001	An additional one-dollar fee for every document containing less than ten pages filed for recording and an additional one-dollar fee for each additional ten pages of document filed for recording. County Clerk

Table 5.4b. State funds that receive revenue from fees collected by local governments used to support records-related services: volume of revenue generated and how revenue is allocated.
(Q8.7, Q8.8, Q8.9)

State	How much revenue was generated in FY2012 (in dollars)?	How is the revenue from these fees allocated? (Provide approximate percentage apportioned to each recipient)					Explanation of "Portion allocated for other purposes"
		Portion received by state ARM program to fund services to local governments	Portion received by the state ARM program for any purpose	Portion received by local governments for records-related purposes	Portion received by local governments for any purpose	Portion allocated for other purposes	
Connecticut	\$976,286			70%		30%	Portion received by the state ARM program for the preservation and management of State Library historical documents and for administration of the Historic Documents Preservation Program.
Kentucky	\$900,000	100%		100%			Funds are allocated for records related projects and to provide direct service to local agencies.
Maryland	\$6,000,000						The revenue supports the Archives operations only.
Mississippi	\$294,227	50%		50%			
Missouri	\$1,117,083	25%		50%		25%	25 allocated to the Missouri Land Survey Program
New York	\$10,311,197	43%		57%			
North Carolina	\$1,730,316		100%				
Pennsylvania						100%	Fee is for county governments only. Required to be spent on improving records management but in reality to many counties it is just another funding source. There is no state oversight.
Rhode Island	\$483,210	25%	75%	100%			
Virginia	\$1,977,113	100%					
Washington	\$3,655,248	90%				10%	Executive/Administrative fee for agency management
West Virginia	\$400,000	50%		50%			

Section 6. Emergency Preparedness

- Table 6.1. Does your state archives and/or records management (ARM) agency have an emergency preparedness and recovery plan in place? (Q9.1)
- Table 6.2. Is the plan up to date? (Q9.2)
- Table 6.3. Is the plan revised and updated annually? (Q9.3)
- Table 6.4. Is the plan revised and updated annually? (Q9.4)
- Table 6.5. Does the ARM staff review the contents of the plan at least twice a year? (Q9.5)
- Table 6.6. Do ARM staff and volunteers participate in emergency response drills? (Q9.6)

Table 6.1. Does your state archives and/or records management (ARM) agency have an emergency preparedness and recovery plan in place? (Q9.1)

Plan in place?	Number	% of reporting programs (n=51)	State/Territory - Program			
Yes	45	88%	AL-ARM AK-ARM CA-A CA-RM CO -ARM CT-ARM FL-ARM GA-ARM IL-ARM IN-ARM IA-ARM KS-ARM KY-ARM	ME-ARM MD-A MA-ARM MN-A MO-ARM MS-ARM MT-A&RM NE-A&RM NV-ARM NH-ARM NJ-ARM NM-ARM NY-ARM NC-ARM	ND-A OH-A OR-ARM PA-ARM RI-ARM SC-ARM SD-A TN-A TX-A TX-RM UT-ARM VA-ARM VT-ARM	WA-ARM WI-A WY-ARM AS-ARM GU-ARM
No, but one is being developed	5	10%	HI-ARM	ID-ARM	OK-ARM	MP-ARM VI-ARM
No	2	2%		NH-ARM	WV-A	
No report	14		AR-A AZ-ARM DE-ARM LA-ARM	MD-RM MI-A MI-RM	ND-RM OH-RM SD-RM WI-RM	WV-RM DC-ARM PR-ARM

NOTE: The figures in the Tables 6.2 through 6.5 apply only to the 41 programs that have an emergency plan in place.

Table 6.2. Is the emergency preparedness and recovery plan up to date?

Plan in place?	Number	% of programs with plans (n=44)	State/Territory - Program			
Yes	28	62%	AL-ARM AK-ARM AR-A CA-A CO-ARM GA-ARM IL-ARM IN-ARM	IA-ARM KY-ARM ME-ARM MA-ARM NE-A&RM NY-ARM ND-A	OH-A OR-ARM PA-ARM RI-ARM SD-A TN-A TX-A	UT-ARM VA-ARM VT-ARM WA-ARM WI-A AS-ARM
No	16	33%	CT-ARM FL-ARM KS-ARM MD-A	MS-ARM MN-A MO-ARM MT-ARM NV-ARM	NH-ARM NJ-ARM NM-ARM NC-ARM	SC-ARM TX-RM WY-ARM
No response	2	5%	ID-A			GU-ARM

Table 6.3. Is the plan revised and updated annually?
(Q9.3)

Revised and updated annually?	Number	% of programs with plans (n=44)	State/Territory - Program			
Yes	19	44%	AL-ARM CA-A CO-ARM IA-ARM KY-ARM	LA-ARM ME-ARM NY-ARM ND-A OR-ARM	PA-ARM RI-ARM SD-A TN-A TX-A	VA-ARM VT-ARM WI-A AS-ARM
No	23	51%	AK-ARM CT-ARM FL-ARM GA-ARM IL-ARM IN-ARM	KS-ARM MD-A MA-ARM MS-ARM MN-A MO-ARM MT-ARM	NV-ARM NC-ARM NH-ARM NJ-ARM NM-ARM	OH-A SC-ARM TX-RM UT-ARM WA-ARM
No response	2	5%	NE-A&RM		GU-ARM	

Table 6.4. Does the plan contain all components required by the state's emergency and COOP planning regulations?
(Q9.4)

Contain all components?	Number	% of programs with plans (n=43)	State/Territory - Program			
Yes	15	35%	AI-ARM AK-ARM FL-ARM IN-ARM	IA-ARM KY-ARM ME-ARM NJ-ARM OR-ARM	PA-ARM SD-A TX-A VT-ARM VA-ARM	AS-ARM
It contains many but not all of the components	23	53%	CA-A GA-ARM ID-ARM IL-ARM KS-ARM MA-ARM	MD-A MS-ARM MT-ARM NE-A&RM NC-ARM ND-A	NH-ARM NM-ARM NV-ARM NY-ARM OH-A RI-ARM	TN-A TX-RM UT-ARM WY-ARM VI-ARM
It contains few or none of the components	3	7%	CO-ARM	WA-ARM	WI-A	
No response	3	5%	MO-ARM		SC-ARM	GU-ARM

Table 6.5. Does ARM staff review the contents of the plan at least twice a year? (Q9.5)

Review plan twice a year?	Number	% of programs with plans (n=44)	State/Territory - Program			
Yes	10	23%	CO-ARM IA-ARM NE-ARM NY-ARM	SD-ARM TX-A VT-ARM	VA-ARM WI-A	AS-ARM
No	33	75%	AL-ARM AK-ARM CA-A CT-ARM FL-ARM GA-ARM IL-ARM IN-ARM KS-ARM KY-ARM	ME-ARM MD-A MA-ARM MS-ARM MN-A MO-ARM MT-ARM NV-ARM NH-ARM NJ-ARM	NM-ARM NC-ARM ND-A OH-A OR-ARM PA-ARM RI-ARM	SC-ARM TN-A TX-RM UT-ARM WA-ARM WI-A
No response	1	2%	GU-ARM			

Table 6.6. Do ARM staff and volunteers participate in emergency response drills? (Q9.6)

Participate in drills?	Number	% of all reporting programs (n=48)	State/Territory - Program			
Yes, twice a year or more	3	6%	KY-ARM	SC-ARM	VA-ARM	
Yes, once a year	9	19%	IL-ARM MS-ARM OR-ARM	SD-A TN-A UT-ARM	WI-ARM WY-ARM	AS-ARM
Yes, but less often than once a year	13	28%	AL-ARM CO-ARM GA-ARM MA-ARM MT-A&RM	NE-ARM NV-ARM NY-ARM NC-ARM	PA-ARM RI-ARM TX-A	MP-ARM
Rarely	16	32%	AK-ARM CA-A FL-ARM	HI-ARM ID-ARM IN-ARM KS-ARM	MD-A MN-A MO-ARM ND-ARM OH-A	OK-ARM TX-RM VT-ARM WA-ARM
Never	6	13%	CT-ARM IA-ARM	NJ-ARM	NM-RM WV-A	VI-ARM
No response	1	2%	GU-ARM			

Section 7. Initiatives and Priority Issues

- Table 7.1 Records-related initiatives planned in the next 2 to 3 years. (Q13.1)
- Table 7.2. What are the three most important issues or concerns facing your agency in the next 2 to 3 years. (Q13.2)

Table 7.1. What are the most important issues or concerns facing your agency in the next 2 to 3 years?

Funding/Staffing 43 states and territories	Alabama	<p>A persistent crisis in the state's budget, possibly leading to agency consolidations and certainly to continued lean years.</p> <p>Continuing generational shift with accompanying loss of institutional knowledge.</p>
	Alaska	Budget Cuts: The State of Alaska has a >\$2B deficit this year and there will be cuts. The intermediate and longer term are even grimmer.
	California	Inadequate resources generally
	Connecticut	Lack of funds, resources and staffing for the archives and public records program.
	Hawaii	Stabilize staffing and reinstate funding to our base budget. In FY 14 and FY 15 we have had 5% and 10% restrictions respectively on our operating budget. In preparing our biennium budget FY16-17, we had to prepare a 3-tier proposed reduction (5%, 7.5% and 10%). These kind of reductions would not be sustainable as our current budget is 97% personnel and only 3% other.
	Idaho	Funding; Staffing needs to be increased
	Illinois	Funding and manpower; Aging work force.
	Indiana	Resources
	Kansas	The State of Kansas currently has a significant budget deficit that likely will result in funding cuts for all agencies, including the Kansas Historical Society.
	Kentucky	Staffing. After a large cut several years ago, many staff have additional responsibilities and cannot reasonably meet all the demands of our customer groups. Additional staff are needed, but the budget does not allow at this time.
	Maryland	Without action of the Legislature, the authorization for the fee that generates a significant portion of the Archives revenue will sunset.
	Massachusetts	Budget; staffing
	Minnesota	<p>Institutional support (including monetary resources) for digital preservation activities, including IT support, storage, and staff</p> <p>Staffing</p>
	Mississippi	<p>Competitive salaries that attract and retain new professionals, especially those with expertise in electronic records; and also equitable compensation for long-term, very knowledgeable staff</p> <p>Knowledge transfer and planning for retirement of professional staff.</p>
	Missouri	Implementing an Electronic Records Archives with no additional funding, staffing and IT support and strong competition for existing resources.
	Nebraska	<p>Budget: Library/Archives merged into a Collections Division in June 2011 due to budget cuts. At this time, professional staff have assumed other tasks and duties after experiencing several retirements. With a new governor assuming office (Jan. 2015), all state agencies do not know whether another widespread percentage budget cut (2% to 5%) will occur in the next fiscal year.</p> <p>Staffing: As budget continues to decrease, Collections Division staff have assumed many other responsibilities and duties. Most of the</p>

		curators now respond to routine reference questions and pull records requested by patrons on a daily basis for patrons.
	Nevada	Archives and records staff has not kept pace with the overall growth in the fastest-growing state in the union; agency cannot keep up with the demands for services. We would like to replace the positions lost in the budget cuts that began in 2008.
	New Jersey	Increasing Archives staffing
	North Carolina	Resources continue to be an important issue. We have appropriated funding only for a portion of our staff. The entire rest of our budget must be found through revenues (which are steadily dwindling) and through our ARM fee on deeds. The \$ from the ARM fees is already stretched thin so we have little room to maintain and grow our program important ways, such as the development of a larger digital repository.
	Ohio	Inadequate funding and staffing.
	Oklahoma	Limited budgets: This impacts staff levels and training. With limited staff, the focus is on maintaining basic services. This means we are not able to be as proactive related to developing policies, updating records schedules, working directly with agency records coordinators on a one on one basis.
	Oregon	Staffing needs to increase especially in Records Management Succession Planning - 50% of the staff is due to retire in the next 3-5 years.
	South Carolina	Funding, succession planning
	South Dakota	Funding is always a concern.
	Texas (A)	Funding two new analysts positions through legislative appropriations
	Texas (RM)	Budget - declines in gas/oil tax revenues could negatively impact the agency budget in future cycles.
	Vermont	Cost Allocation for ARM: We would like to implement a new funding plan rather than relying on SoS Special Fund Staffing. We perform more than 80,000 records transactions annually with a very limited number of staff (15)
	Virginia	Resource Shortage: Our agency has seen substantial budget reductions over the past 6 years and the loss of about 35 percent of our staff. We have managed to maintain hours and most services, but not at the level we should and the price has been significant staff fatigue and stress. Training staff to meet the challenge inherent in the transition from the paper to the electronic world is also suffering due to lack of funding. The current political and economic climate does not suggest this will change in the near future, and if entities such as NHPRC, NEH, IMLS and others see funding decreases, the financial situation could get worse.
	Washington	Adequate funding for the preservation of long-term electronic records Adequate funding to secure staff resources to ensure continued operations
	West Virginia	Funding
	Wisconsin	Demands of staffing and operating new remote storage facility for Library-Archives, in addition to other major capital improvements.
	Guam	Sustainability. The budget (96.8%) covers personnel expenditure, therefore we depend on grants to carry on projects; Personnel. The center needs to hire one more professional assigned to the SDC and MSS

		collections.
	U.S. Virgin Islands	Lack of funding and dedicated budget line items. Lack of staffing.
Electronic records and Digitization 41 states and territories	Alabama	Maintaining momentum in our nascent electronic records program. Investment, perhaps with private funds, in equipment for digitizing large-format materials and additional a/v formats.
	Alaska	Electronic Records: How to manage, access and preserve digital records into the future.
	California	Development of electronic records program. Creation of a digital repository.
	Connecticut	Implementation of a statewide enterprise content management system including a governance module with records management; Pilot project(s) for ingesting permanent state agency and municipal electronic records into the Connecticut Digital Archive (CTDA) Creation of guidelines and standards for the creation, management and preservation of electronic records; Revision of guidelines and standards for the creation, management and preservation of state agency and municipal email. Management and preservation of electronic records including appropriate funding of resources and staff.
	Florida	The primary focus will be the establishment of an electronic records program. Effort will be made to fund a position and acquiring funding for the program
	Georgia	Restart Electronic Records Program Electronic Records Acquisition, Preservation, and Access
	Hawaii	Our primary focus is getting our digital archives up and running. We are beginning to work with the Office of Information Management and Technology on an Electronic Records Management solution to integrate RM solutions within state government. In preparation for the digital archives initiative and electronic records management we need to develop comprehensive Records Management training modules for: Records Management Basics, Developing Retentions schedules/Records Inventories, Email Management, Digital Imaging, Electronic Records Management, and Web Page/Social Media Management. Continue to work with agencies to prepare them for the digital archives initiative.
	Illinois	We have a pilot program with Preservica for the preservation of electronic records. We are partnering with the University of Illinois on this. We are attempting to get the governor's office's electronic records due to a new administration coming in. This will be our first chance to capture gubernatorial email.
	Iowa	State government electronic records management, preservation and access.
	Kansas	Fully integrating electronic records management and digital preservation activities into the ARM workflow.
Kentucky	Continue to emphasize electronic records management with state and local government officials. Our state is at a critical juncture with IT consolidation, and we are solidifying the place of archives and records management throughout government. Through this, we will continue to grow our electronic records archives. Hold first Electronic Records Day training summit, continue to develop	

	Trusted Digital repository.
Maryland	Lack of adequate appraisal of and information life cycle management of electronic records.
Massachusetts	Testing archives management software for collections management. Creation of an electronic records archives.
Minnesota	Institutional support for digital preservation activities, including IT support, storage, and staff.
Mississippi	During 2015-2017, the MDAH Archives & Records Services Div. expects to establish a trusted digital repository for its state agency records; Long-term preservation of and access to electronic records
Missouri	Further development of an Electronic Records Archives Convincing agencies that electronic records still must be managed, retained and scheduled in the same legal contexts as physical records.
Montana	Archives is seeking funds for an Electronic Records Consultant to assist us in building ERecords preservation capabilities. For Archives the most important issue is eRecords preservation and access.
Nebraska	Continue to work with Nebraska OCIO on Electronic Content Management (ECM) system that state agencies are utilizing. NSHS will receive one user license fee for e-records access to the system that will be reviewed or scheduled to transfer to the State Archives, Govt. Records. E-records: An outside consultant completed a Digital Archives study in late 2008.
Nevada	Managing electronic records is a continuing problem because state funding is available for computing and imaging systems, but not for the management of the information content of these systems.
New Jersey	During the next few years, the Archives hopes to move forward on its proposal for and Electronic Archives Infrastructure for the State of New Jersey. While the draft plan has been endorsed by the State Records Committee and gained the attention of both the Office of Management and Budget and the Office of Information and Technology, budget restraints have not made it possible to make any substantial progress Finding support and resources to develop an Electronic Archives program.
New Mexico	The most important records project is changing from agency records retention schedules to functional schedules. This is the first step towards implementing an electronic records repository for the state of NM. Email retention. Preservation of electronic records
New York	Strengthen our electronic records management program including scheduling, appraisal, accessioning and public access to records. Began using Preservica in 2014. Continuing the development and delivery of our electronic records program, including ensuring staff are appropriately trained and prepared for this work, state agencies and governments acknowledge and carry out their roles, and sufficient resources are available to support this function.
North Carolina	Building collaborations within state government to transfer born digital electronic records
North Dakota	We are in round 2 of the National Digital Newspaper Program and applying for round 3 We are on our 2nd SNAP grant that is borrowing and microfilming the pre-1925 marriage records of 10 counties each year, indexing them, and putting the index on the web.

	<p>Electronic records - getting a trusted digital repository, a seat at the table with IT management, ability to provide training to state agencies</p> <p>Get affordable server space for digitized historic film/video and photographs</p>
Oklahoma	<p>Electronic Records: The State Archives does not have an electronic records repository, so agencies must maintain their own electronic records.</p>
Pennsylvania	<p>Continue to digitize, in-house and through outside partners, key collections of archival records to increase public access.</p> <p>Standardize processes for ingesting electronic archival records from state agencies.</p> <p>Develop guidelines to allow state agencies to retain born-digital archival records in their current electronic systems.</p>
Rhode Island	<p>Electronic records trusted digital repository.</p> <p>Electronic records acquisition, management, preservation, and access.</p>
South Carolina	<p>The creation and implementation of the South Carolina Electronic Records Archives</p> <p>Coping with the ever-increasing number of electronic records being produced by state agencies</p>
South Dakota	<p>Another concern is our increasing responsibilities with electronic records and how to proceed given our current staffing and funding levels.</p>
Tennessee	<p>Digital archival storage</p> <p>Possible migration of digital storage from current server array to FileNet ECM system. Loading of larger digital collections, such as Civil War pension applications, into unlimited license ContentDM display. Better coordination with Governor's office for improved ingest of digital governors records.</p>
Texas (A)	<p>Increased demand for training and on-site assistance regarding electronic records management.</p> <p>Increasing knowledge of analysts to be able to offer more advanced training on electronic records management.</p>
Texas (RM)	<p>Development of an electronic records program and digital repository. This includes securing additional appropriations for staff and digital storage. Updating our Disaster Planning and Recovery Manual and establishing regular training/testing for staff. Continuing to address our processing backlog (paper records).</p> <p>Ability to accession, manage, store and provide access to electronic records.</p>
Utah	<p>Electronic records scheduling, accessioning, ingest, processing, long-term storage, and providing access remain at the forefront of our records-related initiatives.</p> <p>Reliable storage for electronic records.</p>
Vermont	<p>Full launch of the digital archives with direct ingest (pre-accession) from state enterprise systems</p>
Virginia	<p>Electronic Records: Our agency is experiencing a huge influx of archival material from the Governor's Office, state agencies, commissions, and boards. We are struggling to store, process, and make these electronic files accessible to researchers and the public in a timely fashion. This is in part a resource issue in and part an issue related to where the profession is right now (which CoSA has taken a leadership role in addressing). On</p>

		<p>the non-permanent side, we do not have a statewide solution for agencies to manage their records in electronic format and we do not currently have the capacity to initiate and fund a solution.</p> <p>Digitization of legacy materials: In addition to managing born-digital materials, we have high user demand for us to digitize records to facilitate research, especially genealogical research. Meeting this demand in a way that is responsible and cost-effective and that does not use inordinate amounts of staff time is an important issue for us, with several vendors expressing strong interest in our content.</p>
	Washington	A Legislative mandate to reduce the amount of paper stored in government and instead have electronic records. Cooperation and participation is a multi-agency project to vet and create contracts with up to five ECMS systems for use by state and local government agencies Expand the amount of records series available for ingestion into the our Digital Archives
	Wisconsin	Continuous improvement of digital resources, including website, shared catalog, social media, etc.
	Wyoming	<p>The Wyoming State Archives is in the third year of a pilot to implement a records management application for state agencies' electronic records. The pilot also updated existing records retention schedules to make them format neutral, creating an electronic records preservation committee, and implementing the software with several agencies.</p> <p>Transitioning agencies and staff from microfilm to digital files and preservation; web harvesting</p>
	American Samoa	Digital Archiving
	Guam	Explore the possibility to sign a M.O.U with the Guam Legislature for the transfer of their electronic records over to the RFT MARC, University of Guam.
	Northern Marianas	"Going live" with our digital records repository based on the Islandora system. Currently in testing phase.
Other Concerns	Facilities (16 states) – including preparing for new archives facilities (7), shortage of space (6), new records warehouses (2), lack of funding to improve facilities.	
	Training (15)	
	Records initiatives (10 states) – including retention schedule reviews (7), appraisal (4)	

Table 7.2 Records-related initiatives planned in the next 2 to 3 years.

Only states and territories that responded to this survey question are included

Alabama	Implementing new catalog system. Implementing bar code system. Investment, perhaps with private funds, in equipment for digitizing large-format materials and additional a/v formats. Implementation of web site redesign to facilitate access.
Alaska	We have a journeyman archivist processing program scheduled, if funding is available, to sponsor three archivists to conduct detailed processing services for six weeks at three institutions. The result would be increased awareness of six important collections where there are no staff available to properly address the records.
California	Development of electronic records program. Creation of a digital repository.
Connecticut	Implementation of a statewide enterprise content management system including a governance module with records management; Pilot project(s) for ingesting permanent state agency and municipal electronic records into the Connecticut Digital Archive (CTDA) Creation of guidelines and standards for the creation, management and preservation of electronic records; Revision of guidelines and standards for the creation, management and preservation of state agency and municipal email.
Florida	The primary focus will be the establishment of an electronic records program. Effort will be made to fund a position and acquiring funding for the program
Georgia	Increase acquisitions Restart Electronic Records Program Increase processing
Hawaii	Our primary focus is getting our digital archives up and running. We are beginning to work with the Office of Information Management and Technology on an Electronic Records Management solution to integrate RM solutions within state government.
Idaho	The State Records Manager and government records team will be updating records retention review processes to align with professional best practices. This work is being coordinated with the Legislative Services Office who signs off on Record Destruction forms as part of the review process.
Illinois	We have a pilot program with Preservica for the preservation of electronic records. We are partnering with the University of Illinois on this. We are attempting to get the governor's office's electronic records due to a new administration coming in. This will be our first chance to capture gubernatorial email.
Indiana	Building a new State Archives building expected to be completed in 2017-18 Complete Inventory of all Archival Holdings Migrate to new Software System
Iowa	The State Archivist of Iowa is engaged with the parent organization Iowa Dept. of Cultural Affairs in an initiative to focus appraisal, acquisition and preservation of collections on the agency mission, and to enhance access to holdings. This will include reappraisal of certain holdings as well as other types of State government records that are scheduled for permanent preservation, but that are not routinely transferred to the State Archivist, and also records maintained by State agencies for which disposition is not yet scheduled. Additionally, a facility rehabilitation is being planned to better house and provide both onsite and remote access to documentary collection holdings.
Kansas	We will be closing the State Records Center at the end of FY 2015. As part of that effort, ARM staff will be carefully appraising approximately 7,500 cubic feet of unaccessioned, potentially archival state government records currently housed at the records center.
Kentucky	Complete move to new Records Center facility, purchase records tracking software, hold first Electronic Records Day training summit, continue to develop Trusted Digital repository, offer more online training for records management and for researchers.

Maryland	ROW Initiative - In FY2013, the Maryland State Archives entered into a joint project with the State's Comptroller of the Treasury and Registers of Wills and with FamilySearch. In this project, the Registers of Will probate records in the custody of the State Archives from 1642 through 1940 are being recontainerized into archival storage, indexed to the document level, and scanned. Searchable images will be made available to the public through the FamilySearch website as well as through the Maryland State Archives and Register of Wills. The goal of the project is to better preserve the original records and to create electronic versions that are easily accessed and searched. A sizable body of work, the containerizing, indexing, and scanning of records is expected to continue for several years.
Massachusetts	Testing archives management software for collections management. Creation of an electronic records archives.
Minnesota	We are continuing to refine our digital collections processing and preservation workflows for State Archives and other MNHS collecting areas, including manuscripts, oral history, and sound/visual. We are currently very short on physical storage space, so we are undertaking a two-prong solution: (1) actively look for ways to collect more records in digital format rather than paper, and (2) mass digitization of the paper holdings for access, with originals going into deep, off-site storage. Along with (2), we are piloting a "scan on demand" program through our Library to offer targeted digitization services to patrons for archival collections. Along with all of this work, we will also be undertaking an analysis of systems within the Library & Collections to look at functions (digital and physical collections management, content/records management for our organizational records, search/access for patrons, and digital preservation) to identify current practices and gaps.
Mississippi	During 2015-2017, the MDAH Archives & Records Services Div. expects to establish a trusted digital repository for its state agency records; automate records management services for state agencies; and assist with the opening of the Museum of Mississippi History and the Mississippi Civil Rights Museum, both of which will feature documents, images, and audio visual holdings from the Archives. For local government records, MDAH will complete the inventory of pre-1920 records in all counties, expand consultative services and training provided to county and municipal records custodians, and complete the digitization of pre-1922 newspapers.
Missouri	Further development of an Electronic Records Archives; Online Records Management Training
Montana	Archives and RM currently working on legislative revamp of records related legislation. Archives is seeking funds for an Electronic Records Consultant to assist us in building ERecords preservation capabilities. RM working to produce online training for RM across state government RM working with State Records and Local Government Records Committees to streamline and automate workflow for both Committees and Agencies.
Nebraska	Continue to work with Nebraska OCIO on Electronic Content Management (ECM) system that state agencies are utilizing. NSHS will receive one user license fee for e-records access to the system that will be reviewed or scheduled to transfer to the State Archives, Govt. Records.
Nevada	NSLA is cooperating with other state agencies to build a multiagency warehouse in Las Vegas. NSLA's portion would include a southern Nevada Records Center and staff for southern part of the state.

New Jersey	During the next few years, the Archives hopes to move forward on its proposal for and Electronic Archives Infrastructure for the State of New Jersey. While the draft plan has been endorsed by the State Records Committee and gained the attention of both the Office of Management and Budget and the Office of Information and Technology, budget restraints have not made it possible to make any substantial progress. In the next several months we hope to deploy a new web application which allows patrons to submit requests for copies of documents electronically and include an option to pay by credit card. We also hope to deploy a searchable catalog that will allow greater access to the collection. The Archives is also developing an exhibit gallery which will combine graphics and displays of original documents to tell the story of New Jersey through its public records. Finally, the Archives has begun accessioning over 6,000 c.f. of pre-1948 records from the courts of New Jersey. Unfortunately, because of space limitations, this material will be stored off-site.
New Mexico	The most important records project is changing from agency records retention schedules to functional schedules. This is the first step towards implementing an electronic records repository for the state of NM.
New York	1. Strengthen our electronic records management program including scheduling, appraisal, accessioning and public access to records. Began using Preservica in 2014. 2. Advocating for and raising awareness of the role and value of state government records, local govt records. Developing a targeted advocacy and awareness plan. 3. Adjusting regional technical advisory services delivery to increase use of webinars and technology for delivery of services, workshops, other advisement for both local governments and non-government historical records programs.
North Carolina	Relocation of records warehouse to new leased space Full implementation of space tracking in all records center spaces (4 facilities hold records for state and local agencies) Convert current archival catalog and records scheduling databases into one unified system Produce exhibit about State Archives to be shown at the NC Museum of History Ancestry Day with Ancestry.com
North Dakota	We are in round 2 of the National Digital Newspaper Program and applying for round 3. We are on our 2nd SNAP grant that is borrowing and microfilming the pre-1925 marriage records of 10 counties each year, indexing them, and putting the index on the web.
Ohio	Develop policies and procedures and pursue funding to facilitate the regular transfer of electronic records. Continue reappraisal of state archives holdings and addressing the backlog of uncatalogued records.
Oklahoma	1. Review of General Records Disposition Schedules. With consolidation of several agencies that provide services to state government, the schedules need to be revised to reflect new recordkeeping practices. Names and numbers of documents have changes, as well as which agency maintains record copies of certain records. 2. Provide training to state agency staff on records management topics with greater frequency. With limited staff, this often moves to the back burner. 3. Work with state agencies to update and revise records schedules to reflect current business practices and current retention requirements. Most agency schedules were created about 30 years ago. As agencies have dealt with decreasing budgets and staff levels, this has not been a priority.
Oregon	Mandatory, statewide use of the Oregon Records Management Solution
Pennsylvania	1) Design and begin construction of the new State Archives Building. 2) Complete conversion of finding aids into the Archon system and related preparation of records for move to new building. 3) Continue to digitize, in-house and through outside partners, key collections of archival records to increase public access. 4) Standardize processes for ingesting electronic archival records from state agencies. 5) Develop guidelines to allow state agencies to retain born-digital archival records in their current electronic systems.
Rhode Island	Electronic records trusted digital repository. New State Archives facility.
South Carolina	The creation and implementation of the South Carolina Electronic Records Archives

South Dakota	For the next two years we are involved in a government records processing project. The project proposes to process and accession 1700 cubic feet of government backlog records and create finding aid.
Tennessee	Possible migration of digital storage from current server array to FileNet ECM system. Loading of larger digital collections, such as Civil War pension applications, into unlimited license ContentDM display. Better coordination with Governor's office for improved ingest of digital governors records.
Texas (A)	1. Funding two new analysts positions through legislative appropriations 2. Implementing new system to track physical records stored at the state records center and move the state retention schedule process into a database environment. 3. Expanding on-site and online training opportunities for state and local government officials. 4. Updating all local government schedules that a published by SLRM.
Texas (RM)	Development of an electronic records program and digital repository. This includes securing additional appropriations for staff and digital storage. Updating our Disaster Planning and Recovery Manual and establishing regular training/testing for staff. Continuing to address our processing backlog (paper records).
Utah	The Utah State Archives is launching a Transparency/Open Records portal over the next 2-3 years. The first phase will be launched January 1, 2015. Electronic records scheduling, accessioning, ingest, processing, long-term storage, and providing access remain at the forefront of our records-related initiatives.
Vermont	1. Increased accessions and file to item level indexing for paper records 2. New record schedules in many areas and increased use of new schedules in the State Records Center 3. Revising and adding new state information management standards 4. Full launch of the digital archives with direct ingest (pre-accession) from state enterprise systems
Virginia	The Library of Virginia is in the midst of a comprehensive strategic planning initiative. This agency-wide initiative includes multiple cross-functional teams to implement a new structure and processes, activities and services, and competencies in archives and records management. These teams will work to strengthen and integrate agency workflows related to life-cycle management of the Commonwealth's government records, develop a viable approach to managing electronic records, strengthen collections security, and set benchmarks for greatly increasing the number of agencies and localities with up-to-date records schedules and trained records officers.
Washington	A Legislative mandate to reduce the amount of paper stored in government and instead have electronic records. Cooperation and participation is a multi-agency project to vet and create contracts with up to five ECMS systems for use by state and local government agencies Expand the amount of records series available for ingestion into the our Digital Archives
West Virginia	We will continue our statewide preservation project to digitize all deeds in the state. We have digitized our land grant books and will have them available via a database. We are also exploring how we will handle an influx of chancery files when circuit clerks finish digitizing them.
Wisconsin	1. Preparing to construct, move 40% of archival collections, and open at new collection preservation facility. 2. Development of a trusted digital repository. 3. Expand work with Archive-It to preserve state and local government website.
Wyoming	The Wyoming State Archives is in the third year of a pilot to implement a records management application for state agencies' electronic records. The pilot also updated existing records retention schedules to make them format neutral, creating an electronic records preservation committee, and implementing the software with several agencies.
American Samoa	Public Records legislation. Digital Archiving and Paper Conservation. LDS Family History Center Partnership. Public website/social media.
Guam	Continue the efforts of accessioning personal papers of prominent people in the history of the island. Explore the possibility to sign a M.O.U with the Guam Legislature for the transfer of their electronic records over to the RFT MARC, University of Guam.

Northern Marianas	- "Going live" with our digital records repository based on the Islandora system. Currently in testing phase. - Seeking legislation to establish a SHRAB.
U.S. Virgin Islands	Conduct IPER training of records managers in agencies and departments in the executive branch. (2015-2017) By end of Year 3 establish approved retention schedules for all executive branch agencies and departments. (2017) Host an electronic records workshop (funded in part by SERI scholarship funds) for executive branch agencies and departments. (SHRAB-2015) Host an "All About Archives" workshop for the community (SHRAB-2015). Repository site visits (10 on three islands) with SHRAB members. (SHRAB-2015) Update SHRAB Strategic Plan. (SHRAB-2015) By the 2017 centennial of the transfer of the U.S. Virgin Islands from Denmark to the U.S., have over 5,000,000 digital images of Danish West Indian documents held by the Danish National Archives online for free public access (now in process by Denmark), with additional digital images from Danish West Indian collections held by NARA (2,200 lf) and the USVI (1,150 lf) scheduled for inclusion and in process. (2017) Establish policies and procedures for records, archival and emergency management. (2016)