Survey 4: This survey reports Emergency Preparedness, Response and Recovery, and Archival Issues and Initiatives State Archives

1. State or Territory Reporting (Select one option)
Dropdown list of States/Territories/District that will be pre-filled

2. Survey completed by

(a) Name

(b) Title

(c) Email
Section 11. Emergency Preparedness, Response and Recovery

11.1 Does your state archives and/or records management program have an emergency preparedness and recovery plan in place? (check one) (Select one option)

- [ ] Yes
- [ ] One is being developed
- [ ] No

**NOTE:** Answer the below question only if answer to Q#11.1 is Yes

11.1a Is your plan up to date? (Select one option)

- [ ] Yes
- [ ] No
- [ ] Not applicable

**NOTE:** Answer the below question only if answer to Q#11.1 is Yes

11.1b Does your staff participate in emergency response drills (not including tornado and fire drills) to test the agency’s disaster plan? (Select one option)

- [ ] Yes, twice a year or more
- [ ] Yes, once a year
- [ ] Yes, but less often than once a year
- [ ] Rarely
- [ ] Never

**NOTE:** Answer the below question only if answer to Q#11.1 is Yes

11.1c Did your plan contain sufficient information to support your agency’s response to the COVID-19 pandemic? (Select one option)
11.2 Does your state’s Continuity of Operations Plan (COOP) and Emergency Response Plan include archives and records management disaster planning, response, and recovery as one of the plan’s components? (Select one option)

- Yes
- No
- Don’t know

11.3 Does your state’s COOP address the following: (check all that apply)

- Active shooter attacks
- Civil Unrest and protests
- Cyber-attacks/ransomware
- Hazardous waste release
- Pandemics
- Other human-made attacks

11.4 Does your state archives program participate in a statewide or regional group focused on emergency planning and preparedness, for example Alliance for Response or COSTEP? (Select one option)

- Yes
- No

**NOTE:** Answer the below question only if answer to Q#11.4 is Yes

11.4a What group does your state archives participate in?
12.1 Priorities: Among the following issues and initiatives facing state/territorial archives and records management programs, please rank your top 10 priorities for the next two years.

Access to restricted records
Advocacy
Archival programming and initiatives (e.g. backlog processing, policy development, etc.)
Budget/funding
Building/expanding/managing electronic records infrastructure
Building/expanding/managing facilities
Collection access (e.g. finding aids, digital surrogates, etc.)
Cultural diversity and inclusion in archival description and programming
Diversity of staff represents demographics of constituents
Emergency preparedness, response and recovery, including COVID-19
Implementing/enhancing outreach to agency and/or local government partners
Navigating political landscapes
Public engagement and education
Records management programming and initiatives (e.g. records scheduling, training)
Rethinking funding models
12.2 How is your program addressing its highest ranked priorities?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

12.3 Challenges: Among the following issues and initiatives facing state/territorial archives and records management programs, please rank your top 10 challenges.

Access to restricted records : ______
Advocacy : ______
Archival programming and initiatives (e.g. backlog processing, policy development, etc.) : ______
Budget/funding : ______
Building/expanding/managing electronic records infrastructure : ______
Building/expanding/managing facilities : ______
Collection access (e.g. finding aids, digital surrogates, etc.) : ______
Cultural diversity and inclusion in archival description and programming
Diversity of staff represents demographics of constituents
Emergency preparedness, response and recovery, including COVID-19
Implementing/enhancing outreach to agency and/or local government partners
Navigating political landscapes
Public engagement and education
Records management programming and initiatives (e.g. records scheduling, training)
Rethinking funding models
Staff development
Staffing
Succession planning
Other

If you Ranked "Other", please describe.

12.4 How is your program addressing its highest ranked challenges?
12.5 What do you see as the changes and challenges to your institution over the next two years due to COVID-19?
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Please take a moment to share with us your experience completing this portion of the survey and any suggestions you may have.