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

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

Survey completed by

*(a) Name

(b) Title

(c) Email
4.3 Authority, Resources, and Activity for Judicial Branch Agencies

4.3a Program establishes records-related standards/guidelines

<table>
<thead>
<tr>
<th>Authority (Select one option)</th>
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</thead>
<tbody>
<tr>
<td>Strong Authority</td>
</tr>
<tr>
<td>Moderate Authority</td>
</tr>
<tr>
<td>Minimal Authority</td>
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<tr>
<td>No Authority</td>
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<tr>
<td>Not Applicable</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources (Select one option)</th>
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</thead>
<tbody>
<tr>
<td>Fully Equipped</td>
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<tr>
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<tr>
<td>Minimally Equipped</td>
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<tr>
<td>Not Equipped</td>
</tr>
<tr>
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</tbody>
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<table>
<thead>
<tr>
<th>Activity (Select one option)</th>
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<tbody>
<tr>
<td>Very Active</td>
</tr>
<tr>
<td>Moderate Activity</td>
</tr>
<tr>
<td>Minimal Activity</td>
</tr>
<tr>
<td>Not Active</td>
</tr>
<tr>
<td>Not Applicable</td>
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</tbody>
</table>

4.3b Program approves retention and disposition schedules.

<table>
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<tr>
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</tr>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

| Resources (Select one option) |
4.3c Program provides consultation and training on records-related practices and procedures.

4.3d Program provides micrographic or original capture digital imaging services.
4.3e Program accessions paper records into the state archives and/or regional repositories.

4.3f Program accessions born-digital electronic records into the state archives and/or regional repositories.
4.3g Program accessions other formats (such as audio-visual materials) into the state archives and/or regional repositories.
4.3h Program provides security storage for microfilm and/or electronic media.

**Authority**
(Select one option)

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

**Resources**
(Select one option)

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

**Activity**
(Select one option)

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

4.3i Program provides conservation services.

**Authority**
(Select one option)

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

**Resources**
(Select one option)

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

**Activity**
(Select one option)
4.3j Program provides preservation services.

Authority (Select one option)

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

Resources (Select one option)

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

Activity (Select one option)

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

4.3k Program provides training to state government officials and employees.

Authority (Select one option)

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

Resources (Select one option)

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

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

4.3l Other 1 - Judicial Agency Offices

Authority (Select one option)

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

Resources (Select one option)

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

Activity (Select one option)

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

4.3m Other 2 - Judicial Agency Offices

Authority (Select one option)

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

Resources (Select one option)
4.3n Other 3 - Judicial Agency Offices

Authority
(Select one option)

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

Resources
(Select one option)

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

Activity
(Select one option)

- Very Active
- Moderate Activity
- Minimal Activity
- Not Active
- Not Applicable
Survey 2: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

4.4 Authority, Resources, and Activity for Local Government Agencies

4.4a Program establishes records-related standards/guidelines.

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

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

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

4.4b Program approves retention and disposition schedules.

Authority (Select one option)
4.4c Program provides consultation and training on records-related practices and procedures.

4.4d Program provides micrographic or original capture digital imaging services.
4.4e Program accesses paper records into the state archives and/or regional repositories.
4.4f Program accessions born-digital electronic records into the state archives and/or regional repositories.

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

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

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

---

4.4g Program accessions other formats (such as audio-visual materials) into the state archives and/or regional repositories.

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

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

**Activity**
4.4h Program provides security storage for microfilm and/or electronic media.

Authority (Select one option)

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

Resources (Select one option)

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

Activity (Select one option)

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

4.4i Program provides conservation services.

Authority (Select one option)

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

Resources (Select one option)
4.4j Program provides preservation services.

Authority
(Select one option)

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

Resources
(Select one option)

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

Activity
(Select one option)

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

4.4k Program provides training to state government officials and employees.

Authority
(Select one option)

- Strong Authority
- Moderate Authority
- Minimal Authority
- No Authority
- Not Applicable
4.4l Other 1 - Local Government Agencies

Authority (Select one option)

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

Resources (Select one option)

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

Activity (Select one option)

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

4.4m Other 2 - Local Government Agencies

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

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

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

4.4n Other 3 - Local Government Agencies

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

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

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

Please describe any "Other" additions you rated.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
4.5 As the federal government is transitioning to electronic only records, CoSA is interested in determining if this idea is filtering down to the states. Please indicate all that apply:

- [ ] State/territorial chief executive has discussed
- [ ] State/territorial chief executive issued executive order
- [ ] State legislature has discussed
- [ ] State legislature has submitted bills/passed laws
- [ ] Archives staff is discussing
- [ ] Archives has made plans for this
- [ ] Other (Please specify)
5.1a Total volume of all paper, film, and other non-electronic records held by state/territorial archives at the close of FY2020. Please indicate your unit of measurement and provide a total holdings amount. If available, please provide a breakdown by type. 

(a) Unit of measurement (e.g. linear feet)

(b) Total, all archival holdings

(c) State/territorial government records

(d) Local government records

(e) Non-governmental records

5.1b Total volume of all electronic records, (accessioned and non-accessioned) held by state/territorial archives at the close of FY2020. Please indicate your unit of measurement and provide a total holdings. If available, please provide a breakdown by type.
5.1c Total number of digital objects, not including disaster recovery, back-ups and/or other security copies.

5.2 Unprocessed records

5.2a What percentage of your paper, film, and other non-electronic records are not accessible to researchers due to insufficient processing? Please provide an overall percentage, and if available, please provide a breakdown by type.

(a) Total, all archival holdings (%) 

(b) State/territorial government records (%) 

(c) Local government records (%)
5.2b What percentage of your electronic records are not accessible to researchers due to insufficient processing? Please provide an overall percentage, and if available, please provide a breakdown by type.

(a) Total, all archival holdings (%)

(b) State/territorial government records (%)

(c) Local government records (%)

(d) Non-governmental records (%)

5.3 Accessions

5.3a Total volume of all paper, film, and other non-electronic records accessioned by state/territorial archives in FY2020. Please indicate your unit of measurement and provide a total holdings amount. If available, please provide a breakdown by type.

(a) Unit of measurement (e.g. linear feet)

(b) Total, all archival holdings

(c) State/territorial government records
5.3b Total volume of all electronic records accessioned by state/territorial archives in FY2020. Please indicate your unit of measurement and provide total holdings. If available, please provide a breakdown by type.

(a) Unit of measurement (e.g. gigabyte)

(b) Total, all archival holdings

(c) State/territorial government records

(d) Local government records

(e) Non-governmental records

Digital Preservation

5.4 Do you have an OAIS-compliant digital preservation repository/system? (Select one option)

☐ Yes
☐ No
5.4a Which OAIS-compliant digital preservation repository/system(s) are you using?

- ArchivesDirect
- DSpace
- FEDORA with Islandora
- FEDORA with Samvera
- Home-grown system
- Libnova
- Minisis TDR
- Preservica - Cloud
- Preservica -Enterprise
- Rosetta
- Other (Please specify) ______________

5.4b If you do not have an OAIS-compliant repository/system, what do you use to manage electronic records?

- Electronic Records Management Systems
- External hard drives/tape drives
- Shared networked storage
- Other (Please specify) ______________

5.5 Beyond trusted digital repository systems, what other tools do you use for digital preservation?

- Archive-It
- Archivematica
- ArchiveSocial
- Bagger/BagIt Transfer Utilities
- BitCurator
☐ Bulk Rename Utility
☐ Checksum Generator (please specify program in "Other" below)
☐ DROID
☐ FFmpeg
☐ Other (Please specify)
Survey 2: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

Section 6: Records Center Holdings and Services

6.1 Does your institution have an active Records Center? (Select one option)

- Yes
- No

NOTE: Answer the below question only if answer to Q#6.1 is Yes

6.1a Is there a chargeback or other fee structure for your records center storage? (Select one option)

- Yes
- No

NOTE: Answer the below question only if answer to Q#6.1a is Yes

6.1b What is your fee/charge structure?

__________________________________________

NOTE: Answer the below question only if answer to Q#6.1 is Yes

6.2 How much do you estimate that you save your state or territory by providing this service rather than the state/territory utilizing third-party vendors?

__________________________________________
6.3 How many agencies, local government departments or other records creating groups does your records center work with annually?

6.4 Total volume in cubic feet of all records (accessioned and non-accessioned) held by your state/territorial records center(s) at the close of FY2020? Please provide your total holdings, and if available a breakdown of holdings by type.

(a) Total, all records center holdings (cubic feet)

(b) State/territorial government records (cubic feet)

(c) Local government records (cubic feet)

(d) Non-governmental records (cubic feet)

6.5 Does your records center provide storage of electronic records? (Select one option)

- Yes
- No

6.6 Other information relevant to your state/territorial records center activities (e.g., funding, staffing, etc.):
6.5a Total volume of all electronic records (accessioned and non-accessioned) held by your state/territorial records center(s) at the close of FY2020? Please indicate your unit of measurement and provide your total holdings. If available, provide a breakdown of holdings by type.

(a) Unit of measurement (e.g. gigabytes)

(b) Total, all records center holdings

(c) State/territorial government records

(d) Local government records

(e) Non-governmental records

NOTE: Answer the below question only if answer to Q#6.1 is Yes

6.6 How many box retrievals did your records center complete last year?

NOTE: Answer the below question only if answer to Q#6.1 is Yes

6.7 How many cubic feet of records did your records center dispose of last year?
Survey 2: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

Section 7: Arrangement and Description

7.1 Total volume in linear feet of records arranged and described during FY2020 to the series level or lower:

(a) Linear feet

(b) Which comprise additions to this many series

7.2 Total volume in gigabytes of electronic records arranged and described during FY2020 to the series level or lower:

(a) Linear feet

(b) Which comprise additions to this many series

7.3 For what percentage of the total volume of your program's archival holdings are descriptions available online?

(a) On agency's own website

(b) Through OCLC
(c) Through a statewide or regional network

(d) Other sources

7.3a Please provide URLs and explanations of "Other sources" or statewide/regional networks referenced in 7.3,
Survey 2: This survey reports Program authority, resources and activity, Archival holdings, Records Center holdings, and Arrangement and description.

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