Survey 1: This survey reports Institutional Data, Financial Information and Staffing Information.

Section 1: Institutional Data

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

1.2 Name of administrative unit reporting

1.3 Name of governing agency

1.4 Governing agency type (please select type based on answer to 1.3) (Select one option)
1.5 Is your agency responsible for both archives and records management, only for the archives, or only for records management? (Select one option)

- Joint Archives and Records Management Program
- Archives only
- Records Management only

1.6 Survey completed by

(a) Name

(b) Title

(c) Email

1.7 State Archivist or Agency Head (if different from above)

(a) Name
* 1.8 End of program’s FY2020 fiscal year (MM/DD/YYYY)

_ _ / _ _ / _ _ _ [mm/dd/yyyy]
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Section 2: Financial Information

2.1 Please provide data on the amount your state or territory spends on archives and records management functions in total (including staff and all other costs).

2.2 Identify how those expenditures are classified based on high-level function (e.g. $5 million for local government records activities, $2 million for archival administration)

2.3 Identify, at a high level, the sources of the funds (select all that apply)

- General revenue appropriations
- Filing fees
- Revolving funds
- Sales or earned income or access/participation/use fees
- Trust funds
- Federal grants
- Other grants
- Endowments
- Membership dues
- Other (Please specify) ________________
2.4 List the grants your program received during FY2020 (including NHPRC grants for your program or your SHRAB, IMLS grants, foundation grants, and other grants). Briefly describe the objective of each grant.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

2.5 Did your archives engage in a major capital expense project in FY2020? (Select one option)

☐ Yes
☐ No

**NOTE**: Answer the below question only if answer to Q#2.5 is Yes

2.5a Did you receive a specific appropriation for this project?

☐ Yes
☐ No

**NOTE**: Answer the below question only if answer to Q#2.5 is Yes

2.5b How much was/will be spent on this project?

During FY2020

_________________________________________________________________________________

For the total appropriation or anticipated cost?

_________________________________________________________________________________

**NOTE**: Answer the below question only if answer to Q#2.5 is Yes
2.5c Please categorize this project.

☐ New facility
☐ Upgrade of current facility including HVAC
☐ Purchase of major equipment
☐ Other (Please specify) ______________

2.6 Did your program receive a specific appropriation for electronic records management and/or digital preservation for FY2020? (Select one option)

☐ Yes
☐ No

2.7 Does your program receive revenue or an appropriation based on fees collected by local government for records-related services? (Select one option)

☐ Yes
☐ No

NOTE: Answer the below question only if answer to Q#2.7 is Yes

2.7a What year did the program start?

________________________________________________________________________

NOTE: Answer the below question only if answer to Q#2.7 is Yes

2.7b What is the fee structure (e.g. $1 per document filed with the county recorder)?

________________________________________________________________________

________________________________________________________________________
Note: Answer the below question only if answer to Q#2.7 is Yes

2.7c How much fee-based revenue was collected from local government records-related services in FY2020 (in dollars)?
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Section 3: Staffing Information
For the following questions, enter the number of FTEs using whole number and/or decimals. Use partial/fractional FTEs as necessary. For examples:

- 1.0
- 0.5
- 4.25

All staffing numbers are as of June 30, 2020.

3.1 Please give the number of FTEs in the following categories.

Archives
(a) Administrative/Managerial FTEs

(b) Professional FTEs

(c) Technical/Paraprofessional FTEs

(d) Support/Clerical FTEs
Conservation

(a) Administrative/Managerial FTEs

(b) Professional FTEs

(c) Technical/Paraprofessional FTEs

(d) Support/Clerical FTEs

Records Management (including Records Center)

(a) Administrative/Managerial FTEs

(b) Professional FTEs

(c) Technical/Paraprofessional FTEs

(d) Support/Clerical FTEs
Other

(a) Administrative/Managerial FTEs

(b) Professional FTEs

(c) Technical/Paraprofessional FTEs

(d) Support/Clerical FTEs

3.2 Total number of FTEs in the above categories

3.3 Of the total number of FTEs, how many are state employees and how many are contractors?

(a) State employees

(b) Contractors

3.4 Electronic Records Management or Digital Preservation
3.4a Approximately how many FTEs have some level of responsibility for electronic records management or digital preservation?

3.4b What percentage of your program's staff devote some of their time to electronic records management or digital preservation?
(Enter a value between 0 and 100)

3.4c What percentage of your program's staff devote all of their time to electronic records management or digital preservation?
(Enter a value between 0 and 100)

**NOTE:** Answer the below question only if answer to Q#3.4c is not equal to 0

3.4d For those staff who devote all of their time to electronic records management or digital preservation, how many are . . .
(a) Administrative/Managerial FTEs

(b) Professional FTEs

(c) Technical/Paraprofessional FTEs

(d) Support/Clerical FTEs
3.5 Local Government Records

3.5a Approximately how many FTEs have some level of responsibility for local government records?

3.5b What percentage of your program's staff devote some of their time to local government records?
(Enter a value between 0 and 100)

3.5c What percentage of your program's staff devote all of their time to local government records?
(Enter a value between 0 and 100)

NOTE: Answer the below question only if answer to Q#3.5c is not equal to 0

3.5d For those staff who devote all of their time to local government records, how many are . . .

(a) Administrative/Managerial FTEs

(b) Professional FTEs

(c) Technical/Paraprofessional FTEs
(d) Support/Clerical FTEs
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3.6 Has your staff had a pay increase since the FY2018 survey? (Select one option)

☐ Yes
☐ No

**NOTE:** Answer the below question only if answer to Q#3.6 is Yes

3.6a If your staff had a pay increase since the FY2018 survey, what was the most recent fiscal year and what was the percentage of increase (can be a range)?

(a) Year

---

(b) Percentage of increase (can be a range)

---

**NOTE:** Answer the below question only if answer to Q#3.6 is Yes

3.6b Was this increase a cost of living increase, a salary increase, or both? (Select one option)

☐ Cost of living increase
☐ Salary increase
☐ Both a cost of living and a salary increase

3.7 Has your staffing level changed significantly (by 10% or more) since the last survey? (Select one option)

☐ Increase in number of FTEs
☐ Decrease in number of FTEs
☐ Remained approximately the same

**NOTE:** Answer the below question only if answer to Q#3.7 is NOT (Remained approximately the same)

3.7a If your staff increased or decreased by more than 10%, please provide the number of staff added/eliminated, functional areas affected, and the reason for the increase/decrease.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.8 Titles and Salary Ranges

3.8a Director of the reporting program

(a) Title
________________________________________________________________________

(b) Annual salary
________________________________________________________________________

(c) Year hired or appointed to position
________________________________________________________________________

3.8b State Archivist (if different from Director of reporting program)

(a) Title
________________________________________________________________________
(b) Annual salary


(c) Year hired or appointed to position


3.8c Administrator/Manager/Supervisor (including deputy director, department head; does not include staff members listed below)

(a) Title (1)


(b) Title (2)


(c) Title (3)


(d) Title (4)


(e) Annual salary range (low end)


(f) Annual salary range (high end)


3.8d Archivist (excluding electronic records or digital preservation positions)

(a) Title (1)
3.8e Electronic records/Digital preservation Archivists

(a) Title (1)
3.8f Conservator

(a) Title (1)

(b) Title (2)

(c) Title (3)

(d) Annual salary range (low end)

(e) Annual salary range (high end)

3.8g Records Management

(a) Title (1)

(b) Title (2)

(c) Title (3)
3.8h Clerical/Support Staff

(a) Title (1)

(b) Title (2)

(c) Title (3)

(d) Annual salary range (low end)

(e) Annual salary range (high end)

3.8i Other staff

(a) Title (1)
(b) Title (2)

__________________________________________

(c) Title (3)

__________________________________________

(d) Annual salary range (low end)

__________________________________________

(e) Annual salary range (high end)

__________________________________________
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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.