

The State of State Records

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

January 2007



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Council of State Archivists
308 East Burlington Street #189
Iowa City, Iowa 52245

Voice: 319-338-0248
Fax: 319-354-2526
Email: info@statearchivists.org

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FOREWORD

At the federal, state, and local level, governments in the United States are empowered by the electorate to protect life, property, and the rights of citizens. The records of government, therefore, demonstrate the effectiveness of our democracy. Such essential records must be securely preserved and accessible to the people in perpetuity. But this unglamorous function of government too often suffers from inattention or outright neglect. This report confirms the collective commitment of state archives and records programs nationally to the important work of preserving the records of state and local government, and ensuring that they are always available when needed by government and the people. Here, the Council of State Archivists presents the findings of the latest in a series of extensive surveys to collect the “hard data” needed to assess the status of state government records across the nation.

CoSA and the nation’s state archives and records management agencies have been fortunate to receive ongoing support from the National Historical Publications and Records Commission. NHPRC has provided funding for many of CoSA’s surveys, including those reported on here. The Commission’s regulations vest each state archives with responsibility for implementing the NHPRC Records Program at the state level through state historical records advisory boards (SHRABs). With such support at the national and state level, NHPRC has encouraged the adoption of best practices and interstate collaborations that have strengthened state archives and records management programs and SHRABs nationwide. While difficult challenges remain, the condition of state archives and records programs in 2006 has improved significantly in the three decades since the establishment of NHPRC’s Records Program in 1975. NHPRC staff has served a critical role in identifying trends and facilitating connections across state lines to solve common problems. In particular, Richard A. Cameron, NHPRC’s Director of State Programs from 1979 to 2006, advocated tirelessly for state archives and records management programs collectively and individually.

The Council invites other organizations and constituencies to join us in pursuing several key common goals. The Blue Ribbon Panel that reviewed this report and made recommendations to CoSA represents precisely the kind of interdisciplinary collaborations we believe are crucial to success. We thank the members of the Blue Ribbon Panel for their service

on this important project and look forward to strengthening the Council's connections to their organizations and constituencies as we move forward.

Karl Niederer, President
Council of State Archivists
January 2007

PREFACE

The statistics presented in this report are drawn primarily from surveys of state archives and records management programs conducted by the Council of State Archivists in 2004 and 2006. These surveys were funded by a grant from the National Historical Publications and Records Commission (NHPRC) in a project designed “to assess and evaluate state government records programs and state historical records advisory boards (SHRABs).”

The surveys provided an opportunity to do a ten-year follow-up to data collected by CoSA (under its previous name, the Council of State Historical Records Coordinators) in 1992 and 1994. Those surveys, also funded by NHPRC, represented the first comprehensive data gathering about state archives and records management programs since Ernst Posner’s work, *American State Archives*, published in 1964.

CoSA is committed to conducting comprehensive surveys every ten years as well as surveys of selected data every two years between the comprehensive efforts. This recognizes that state archivists and records managers need a reliable source of data for benchmarking their programs and identifying other ARM agencies of comparable size and scope. The CoSA survey data has proved to be important to ARMs looking for workable solutions to common challenges or when asked by resource providers to justify new or increased program resources.

In addition to data about the functions of the ARMs, CoSA’s surveys have collected data about the state historical records advisory boards (SHRABs) which are an integral part of the NHPRC Records Program. As mandated by NHPRC Records Program regulations (36 CFR Part 1206), instituted in 1975, each state, territory, and the District of Columbia must have a functioning SHRAB in order to participate fully in the NHPRC grant program. All fifty states and the District of Columbia now have a SHRABs managed by the “state historical records coordinator” who is, by regulation, the “official responsible for the archives of the state,” usually the state archivist.

Survey development process

The first of this project's surveys focused on data from Fiscal Year 2004 which, for most states, covered the period July 2003–June 2004.¹ CoSA launched the FY2004 survey in mid-November 2004 and data collection continued through March 2005. A copy of the questionnaire for this survey is included on pages 123-158. The data covers the archival programs in all 50 states, 45 of the 48 state records management programs, and the archives and records management program for the District of Columbia. This response rate has produced a solid foundation for analysis.

The survey was developed by members of CoSA's Survey Management Team (SMT): Kathleen Roe (NY), CoSA President and Project Co-Director; Tracey Berezansky (AL); James Henderson (ME); Gordon Hendrickson (IA); Richard Cameron (NHPRC); Bob Wright, project consultant; and Vicki Walch and Jenifer Burlis-Freilich, CoSA staff members. The SMT met in February 2004 to begin the process. At that time the SMT identified a broad variety of potential uses for the data and defined areas of inquiry in some detail. The project staff and consultant used this to develop a first set of questions which were then refined during a series of conference calls and annotated drafts circulated to the entire team.

During the 2004 CoSA annual business meeting in Phoenix, Arizona, the SMT presented an overview of the questions to the entire membership and asked them to brainstorm their own potential uses for the resulting data. It was clear following this discussion that the team needed to reduce the number of questions in the survey drastically. The team cut the total number of questions nearly in half, retaining those that reflected areas of highest interest among the CoSA membership.

The team decided that many of the questions it had set aside could be appropriate for "burst" surveys, envisioned as short, highly focused, quick-response efforts on issues of high interest, such as facilities, governors' records, or disaster response. CoSA has conducted a few such efforts since then in conjunction with projects on local government archives and emergency preparedness and expects to continue doing so in the future.

The SMT also tentatively identified a group of questions in the survey that should be asked every year or two between ten-year repeats of the comprehensive survey. These became

the basis of the survey that collected data for Fiscal Year 2006. The questionnaire for the FY2006 survey is included on pages 159-167. Despite its smaller size, the response rate for the 2006 survey was not quite as good as that for the 2004 survey. The FY2006 data covers 46 out of 50 state archives and 39 out of 48 state records management programs along with the archives and records management program for the District of Columbia.

Blue Ribbon Panel

The Council of State Archivists (CoSA) convened a Blue Ribbon Panel to consider the results of its surveys of state archives and records management programs and make recommendations on how to improve the management, preservation, and use of state government records.

CoSA selected members of the Blue Ribbon Panel to represent the primary constituents and partners of state archives and records management programs nationwide. Panel members included:

Nancy Beaumont, Executive Director, Society of American Archivists
Roger Bruns, Immediate Past President, Association for Documentary Editing
Anthony Creswell, Deputy Director, Center for Technology in Government
Jay Hakes, Director, Jimmy Carter Presidential Library
Edie Hedlin, Director (retired), Smithsonian Institution Archives
Barbara Vines Little, Immediate Past President, National Genealogical Society
Susan McKinney, President, ARMA International, and Director, Records and Information Management, University of Minnesota
Larry Reger, President, Heritage Preservation
Roy Rosenzweig, Director, Center for History and New Media
Diane Vogt-O'Connor, Chief of Conservation, Library of Congress

The Blue Ribbon Panel reviewed a first draft of this report and formulated a series of recommendations designed to strengthen state archives and records management program, as well as to ensure that important government and nongovernmental records receive the care and attention they deserve. The Panel's recommendations include:²

- A large, cross-organizational collaborative effort is necessary to address the challenges presented by records created in or converted to digital form.

1 Several states operate on different schedules. Fiscal years end on March 31 in New York; on August 31 in Texas; and on September 30 in Alabama, the District of Columbia, and Michigan.

2 The Blue Ribbon Panel's report includes a detailed discussion of their findings and recommendations. It is available at <http://www.statearchivists.org/reports/brp>.

- Archives, records, and information management programs should be more closely tied together.
- States should determine the relative proportion of records now held by state archives to the total volume of permanently valuable records destined for archival custody but not yet transferred.
- State archives must increase the volume of records covered by finding aids in order to make them fully available for use.
- State archives should learn more about their users and expand their user base.
- State archives and records management programs should continue to seek new sources of revenue to support the management of current records and preservation of archival holdings.
- CoSA should develop a multidimensional “risk profile” for state archives and records management programs.
- CoSA should collaborate with other organizations serving archivists and records managers to identify and refine standards for measuring archival performance, buildings, staff training and management, and holdings.

The Blue Ribbon Panel also offered a number of suggestions on the most effective ways for reaching out to archival customers, stakeholders, and resource providers to convey the needs identified in the report.

The History, Functions, and Significance of State Archives and Records Management Programs

In 2006, the state archives and records management programs are celebrating their collective centennial anniversary. While many state constitutions and early statutes established requirements to make and keep records of government, the first state archives – those agencies whose primary charge is to preserve and protect state government records – were not established until the first decade of the twentieth century. While the states had been accumulating records since colonial and territorial times, often in great volume, the lack of a formally designated agency to care for these records had resulted in great disparities from state to state in their physical condition, accessibility, and prospects for continued survival.

Today, in the first decade of the twenty-first century, all 50 states have a state archives and all but two have a formal records management program. Good records management programs ensure that records are maintained in efficient and economical ways while they are still in active use. Tools like records retention and disposition schedules identify the small but critical body of records that are essential to current government operations and those that warrant permanent retention in the state archives, estimated to range between 2 and 5 percent of all records created. Records managers also ensure that the other 95 to 98 percent are retained only so long as they are needed and then disposed of according to properly enforced records disposition laws and regulations.

While wide variations among the states remain in terms of resources – financial, human, and administrative – substantial agreement now exists on the principles and policies essential to a sound program for state government records management and the care of archival records.

Evolution of State Archives and Records Management Programs

The first state archives were created at the turn of the twentieth century, largely in response to an alarming report by the American Historical Association (AHA) on primary source documentation in the United States. It detailed the sometimes “total neglect” of government records in the then 46 states and spurred 23 states to create central repositories for

Table A. Years in which state archives were established and state records management initiated.

	State archives established	State records management initiated
Alabama	1901	1955
Alaska	1970	1957, active after 1968
Arizona	1937	1974
Arkansas	1905, implemented 1911	1973 (authorized), limited operation 1976-87, suspended but now being reactivated
California	1850	1949
Colorado	1951	1955
Connecticut	1909	1911
Delaware	1905	1977
Dist of Columbia	1985	1985
Florida	1967	1967
Georgia	1918	1971
Hawaii	1905	1957-58
Idaho	1947, 1st full-time archivist 1990	
Illinois	1922	1957
Indiana	1913	1979
Iowa	1906, state archivist reestablished 1978	1974, combined with state archives in 1998
Kansas	1905	1950s (authorized), funded in 1992
Kentucky	1958	1958
Louisiana	1956	1956 (authorized), implemented 1966
Maine	1965	1965
Maryland	1935	1953
Massachusetts	1896	1976
Michigan	1913	1952, combined with State Archives in 2002
Minnesota	1947	1947
Mississippi	1902	1981
Missouri	1965	1965
Montana	1969	1977
Nebraska	1963	1969
Nevada	1965	1967
New Hampshire	1963, state archivist established 1979	1963
New Jersey	1945	1953
New Mexico	1959	
New York	1971 (authorized), opened 1978	1950, combined with state archives 1987
North Carolina	1903	1913, State records center established 1948
North Dakota	1977	1961
Ohio	1927	1985
Oklahoma	1939 & 1947 (authorized), staffed 1968	1961 (authorized), staffed 1968
Oregon	1945	
Pennsylvania	1903	1956
Rhode Island	1930, in legislation in 1989	1981
South Carolina	1905, reorganized 1954	1966, authorized by law in 1973
South Dakota	1975	1967
Tennessee	1907	1957, revised 1978
Texas	1876	1947
Utah	1951	1970
Vermont	1778, stronger auth with 1990 law	1937
Virginia	1902	1942 (authorized), established 1950
Washington	1909 (authorized), fully functional 1957	1957
West Virginia	1905	1961
Wisconsin	1907	1947, moved to Dept of Administration in 1959
Wyoming	1951	1959

their archives by 1910.³ Another wave of new state archives occurred during the middle third of the century prompted by two factors: the establishment of the National Archives in 1934 and the paper explosion that all governments experienced during World War II. Seven states created official archival repositories between 1935 and 1950, and fourteen more were established in the next two decades. This period also saw the rise of records management at both the federal and state levels. At least 35 states made some move toward instituting records management between 1945 and 1965 (table A).

The organizational structures that the states chose as they implemented these programs were as different as the states themselves. A few state archives were established as independent agencies, other were assigned to state libraries, historical societies, secretaries of state, or other government agencies (see "Placement," pp. 16-17). In some states, the archives and records management functions were assigned to the same agency, in others they were split (see "Joint vs. split," pp. 18-19).

In addition, like all state officials, state archivists had to deal with the realities of operating in a political system. Every state archivist then and now has to wear, "in addition to an archivist's garb, the cloak of a diplomat, a politician, and, most of all, a missionary; for only through building personal and official relationships with members of the executive and legislative branches could he or she win the respect and funds necessary for the development of an adequate program."⁴

Legislation establishing a state archives or records management program did not guarantee that it would actually become a functioning part of state government. In some states, many years elapsed between the creation of a state archives in law and the provision of adequate appropriations, staff, and facilities. This gap between legal responsibility and resources to adequately carry out that responsibility persists to this day in many state archives and records management programs.

The last of the state archives were created during the 1970s and 1980s. A number of these can trace their establishment to persistent efforts by archives and records professionals who leveraged funds provided by the National Historical Publications and Records

3. Ernst Posner, *American State Archives* (Chicago: University of Chicago Press, 1964): 19.

4. H. G. Jones, "The Pink Elephant Revisited," *American Archivist* (Fall 1980): 481.

Commission (NHPRC), the funding arm of the National Archives, to assess conditions and provide strategic plans for implementation of effective programs. Several other existing but weak state archival programs also succeeded in using this NHPRC assessment and planning process to gain support from their legislators and agency heads to strengthen archives and records programs in their states.

It is possible to see real progress in state archives and records programs by comparing the conditions Ernst Posner described in his landmark study *American State Archives* with those of today. In 1962–1963, Posner’s book “told an uncomplimentary story of archival lethargy or neglect in about three quarters of the states of the Union.”⁵ At that time, twelve states had no state archivists, and nine of those had no program at all for the management of permanent government records. Change happened slowly at first, but some movement in the right direction began to occur in the decade immediately after Posner’s report was published. Between 1963 and 1973, eight states created archives for the first time and thirteen created records management programs. State archival programs in Rhode Island and Idaho were not firmly established until 1989 and 1990, respectively. By 1993, there was a functioning state archival program in every state in the union.⁶

Major changes in the ways state archives worked, especially on collaborative initiatives, also began to occur in the mid-1970s. A significant number of long-term state archivists retired during this time, resulting in a generational turnover in the leadership of the state archives and records management programs. In retrospect, 1974 was an especially key year because it saw both the creation of a new professional association, the National Association of State Archives and Records Administrators (NASARA), and the establishment of the Records Program within the National Historical Publications Commission, which then became the National Historical Publications *and Records* Commission (NHPRC). Both of these have been critical to the advancement of sound practices and innovative programs for state government records.⁷

NASARA was founded by state archivists, but became NAGARA in 1984 when the organization expanded its membership and mission to include local and federal interests and

5. Jones, 476.

6. Council of State Historical Records Coordinators, “Recognizing Leadership and Partnership,” April 1993: 5.

7. Notably, establishment of both the Idaho and Rhode Island state archival programs cited above was spurred by recommendations from NHPRC-funded assessments.

“Government” replaced “State” in the organization’s name. Over the years, NAGARA has provided a focal point for collaborative activity across all three levels of government, promulgating best practices and providing important resources through its publications and conferences. Since the outset of the NHPRC Records Program in 1974, the state archivists have also functioned as state historical records coordinators, chairing state boards that evaluate applications to the commission from within their states (described in more detail below). In this capacity, the state archivists came together as the Council of State Historical Records Coordinators (COSHRC) in the 1980s; in 2005 the organization changed its name to the Council of State Archivists (CoSA) to encompass all aspects of the work of state archivists. The FY1994 survey of state archives and records programs, cited often in this report, was a collaborative project between COSHRC (now CoSA) and NAGARA and relied heavily on experience that NAGARA had gained in collecting data and establishing program measures.

As noted earlier, NHPRC’s Records Program has had a substantial impact on the development of state archives and records programs, furnishing the resources and incentives to make real change possible. As the NHPRC Records Program developed, it focused ever greater attention on and vested significant responsibility with the fifty state archivists. In order to participate fully in the grant program, NHPRC required each state to establish a State Historical Records Advisory Board (SHRAB), appointed by the governor and headed by the state archivist acting as state coordinator. All 50 states now have authorized a SHRAB, although some are more active than others.⁸ Grant proposals from both public and private repositories are reviewed by their respective state boards and, in turn, the SHRABs are expected to foster archival activity within their states.

The most significant body of work generated by NHPRC through the State Historical Records Advisory Boards has been the Statewide Historical Records Assessment and Planning Projects. The first round of grants for these projects was made in 1981 when the Reagan administration’s downsizing initiatives threatened NHPRC with extinction. The commission “wanted to leave a legacy of assessment reports that the states themselves could use as central planning and action documents.”⁹ Fortunately, NHPRC survived, but the state assessments

8. Alabama, Arkansas, Hawaii, and Indiana have just activated their SHRABs in the last two years. The authority and appointments for West Virginia’s SHRAB have lapsed, so it is not active at this time.

9. Larry Hackman, “A Perspective on American Archives,” *Public Historian* 8:3 (Summer 1986): 20. Hackman notes that the first 20 assessment reports were reviewed in a summary for the 1983 meeting of State Historical Records

proved to be a wise investment nonetheless. By the mid-1990s, all fifty states had completed at least one such project; several of the earliest had actually gone on to complete reassessments, in order to monitor either progress or strategic planning projects to carry progress forward.

To an extent even greater than Posner's *American State Archives*, these reports often became catalysts for change. Perhaps it was because the process itself – the surveys, analyses, and strategic planning – was ultimately as important as, or more important than, the written documents themselves. By the time each project ended, the report was not just one person's opinion but a collaborative effort in which the SHRABs' constituents also had a stake. In completing the assessments, archivists from public and private repositories came together over many months with genealogists, attorneys, local government officials, librarians, and educators to identify needs and propose solutions. The process itself helped build networks and alliances and reinforced the leadership status of the state archivist/coordinator. With leadership from the state archivist in his or her role as state historical records coordinator, many of these alliances have been maintained and have prospered in the years since the assessment projects were conducted.

One of the areas that the NHPRC specifically asked each state to evaluate was state government records. There are numerous examples of concrete, positive actions taken as a result of recommendations made in the assessment reports. At least two states appointed their first professional state archivists as a result of NHPRC-sponsored studies (Rhode Island and Idaho). Several reports made successful arguments for new state archives buildings (New Mexico, South Carolina, and Delaware). In Pennsylvania, the records management function was transferred to the state archives. Many have since developed training and assistance programs for local governments and for private archival repositories. One area of special emphasis across state lines has been improving the management and preservation of electronic records. In the best of these projects, the models developed or lessons learned could be adopted by other states, broadening the effectiveness of specific projects to national significance.

Continuing issues and challenges. As described above, there is much progress to report in the century since the first state archives was established. In the last three decades, federal

Coordinators, published as Lisa B. Weber, ed., *Documenting America: Assessing the Condition of Historical Records in the States* (Atlanta: NAGARA, 1983).

grants, especially those from NHPRC, have played an important role in helping to initiate new records programs in state government and to improve existing ones. CoSA's surveys, like those presented as part of this report, along with surveys and research done by others over the last two decades, document this progress, but also highlight a number of continuing challenges:

- Sound records management and archival programs are essential to the effective functioning of state government, documentation of government's work, and identification, preservation, and accessibility of those records that have continuing value.
- Leadership is needed to provide a clear mission and vision for the program.
- It is a challenge to obtain appropriate resources on a continuing basis, particularly in light of the fact that, for most programs, both their holdings and their customer base (particularly with the advent of access over the Web) are growing.
- Electronic records—now created in abundance by every state government office—present enormous but as yet unresolved problems related to long-term preservation and access.
- User expectations are rising rapidly as new technologies provide opportunities for much broader access to holdings of state archives, but are tempered by inadequate resources to meet the increased demand.
- State archivists see both challenges and opportunities in their role as state historical records coordinators for providing statewide leadership and direction.
- State archivists recognize the advantage of working together on common problems and continuing to draw on and learn from each other across state lines.

What do state archives and records management programs do?

A useful summary of the role and responsibilities of state archives and records management programs was developed as part of the NAGARA/University of Pittsburgh Institute on Government Information Policy held in the 1990s. That statement provides the following overview:

- Through statutory and other legal mandates, archivists and records managers are the responsible stewards of government records and information.
- Archivists and records managers establish the institutional memory of government by identifying and ensuring the preservation of records which document the work and impact of federal, state, and local governments.
- By identifying and preserving records that possess enduring value, archivists and records managers protect the legal and economic rights and interests of government, citizens, and private organizations.
- Archivists and records managers serve as a central resource to assist citizens as well as government officials to identify, locate, and make accessible government information.
- Archivists and records managers assist government agencies in guaranteeing open, timely, and unobstructed access to records and information deemed public, while simultaneously ensuring the security and confidentiality of records to which access is restricted by law.¹⁰

Core responsibilities. The work of state archives and records management programs is focused in three core areas of responsibility. These are the areas we are asking the Blue Ribbon Panel to evaluate during their review.

1. Managing the documentation of state government

State governments produce an enormous documentary trail in the process of doing their business. That documentary evidence comes in a wide range of formats, from traditional paper records to a range of new formats including audio and video recordings, photographs and other still images, maps, blueprints and drawings, and a wide variety of electronic records formats such as GIS systems, databases, and email.

10. Camp Pitt Working Group, "The Role of Archivists and Records Managers in Information Resources Management," *NAGARA Crossroads* (1997-2): 1.

State archives and records management programs must ensure that this documentation is managed effectively throughout the life cycle of the record.¹¹ This may include the following:

- Providing agencies with advice and assistance in the management of current records
- Scheduling records to determine how long they should be retained, including the time they are kept in the agency for use, when they can be put in inactive storage (where they can be retrieved for occasional use as needed), and when they should be retained permanently or can be destroyed
- Appraisal of records to determine those appropriate for permanent retention by the state archives because the records have ongoing legal, fiscal, or administrative value for the state government (primary value), or because the records are of permanent historical value for other purposes (secondary value)

Data provided for consideration of the Blue Ribbon Panel focuses on the volume of records scheduled and accessioned, the total volume of records held by state archives to document the functions of state government, and the extent to which those functions are adequately documented.

2. Providing stewardship of the records of state government

An essential responsibility of state archives and records management programs is to ensure that records of government are kept in appropriate physical conditions so that they are available for use, first by the agency and, when appropriate, for permanent primary and secondary uses. The activities involved in providing appropriate stewardship include the following:

- Planning and providing treatment for the conservation/preservation needs of particularly volatile forms of materials such as electronic/digital records
- Providing conservation treatment for archival records to ensure their stability and longevity
- Ensuring that disaster plans exist for the records of state agencies, both those in active use and those with long-term value
- Ensuring that permanently valuable records are maintained in a secure facility with appropriate environmental controls and conditions for use

11. The Society of American Archivists' *Glossary of Archival and Records Terminology* defines the term "life cycle" of a record as "the distinct phases of a record's existence, from creation to final disposition." For state government records, these stages may include creation of the record in the process of doing an agency's business; an active period of use by the creating agency; and review of the record when it is no longer needed for active agency business purposes, at which time determination is made whether it should be destroyed, kept for a defined period because of legal or fiscal requirements, or deemed to be of permanent value.

Data provided for consideration of the Blue Ribbon Panel includes information on preservation plans, availability of conservation treatment, disaster planning, construction and renovation of state archives buildings, and security and environmental controls in archival facilities.¹²

3. Supporting access to and use of the records of state government

The efforts devoted to managing the records of state government and to identifying and preserving those of permanent value are essentially pointless if the records are not used. While some government archives have stated that their main purpose is to support the information needs of state government itself, most see themselves playing an important role in providing the public with access to government information. The extent to which archives are used and by whom is a critical consideration for state government archives in establishing the value of their functions and justifying their resource needs. State archives support use by providing access and facilitating research through the following activities:

- Preparing archival descriptions of state government records, that is, producing finding aids, indexes, and other tools for access
- Making descriptive tools widely available for a range of users through publications, on site, and particularly now through online catalogs and websites
- Assisting a full range of researchers to identify, understand, and use archival records. Users range from government officials to attorneys, surveyors, scholars, teachers, students, and avocational researchers

Data provided for consideration by the Blue Ribbon Panel addresses the level and extent of total holdings described and the methods by which access tools are provided to the user public, the number of requests received for information about or to use the records held, website visitation statistics, and percentage of reference activity by categories of users.

12. Additional detail on disaster preparedness and planning in state government is provided in the CoSA report "Safeguarding a Nation's Identity: the readiness of state archives to protect the records that identify who we are, secure our rights, and tell our story as a nation," October 2006 at <http://www.statearchivists.org/prepare/>

Why do government records matter?

Why do records matter? Why do state governments and we, as American citizens, need to take action to preserve records and make them available for a wide range of users?

Records are essential to protecting life. When disasters strike, infrastructure records have proven themselves to be absolutely essential for protecting life. During and immediately after both the World Trade Center attack in 2001 and the Gulf Coast hurricanes in 2005, rescue workers needed maps of utility lines and gas mains, building layouts, and the composition of bridges, levees, and buildings. Without records, we cannot protect life.

Records are essential to protecting property. Among the most active government records used by the public are land records. The daily news is replete with controversies ranging from school district boundaries to land ownership issues resulting from land treaties signed with Native Americans over the past **several** centuries. Land surveyors and title searchers actively use land records to prove ownership, boundaries, and other essential information for home and business owners. When we think about property records, we tend to think of deeds and mortgages and property maps, but proving what is mine may involve other types of records: probate records and wills may prove an inheritance; divorce settlements may include property distributions; school records prove what is mine by attainment. People care about what is theirs, and records are key to proving ownership.

Records are essential to protecting the rights of our citizens. Government records provide the documentation to verify the rights of citizens. These include such individual rights as the right to vote (voter registrations), the right to government services (military service records, birth records, employment records, education records), and the right to justice (court records). Rights of communities and groups are also supported by government records, including civil rights (employment regulations, laws, court records), community welfare (land records, transportation records, public health records), and civil protection (military records, criminal justice records). Government records provide the foundation for, and reflect our efforts to sustain, a democratic, civil society.

Records are essential to maintaining order and the operation of our governments. State and local government agencies, businesses, and families depend on records to document

transactions, decisions, and precedents. The importance of effective records is evident from several recent incidents in which secretaries of state and local election officials have struggled to validate an election for governor or the U.S. Senate because of issues with voter registration lists and ballots. The need for accurate, authentic records in such cases can have an impact well beyond the jurisdiction or agency that created or maintained them. We must have the ability to hold our government accountable for providing the services and protections with which it is charged.

Records are the foundation of our nation's information infrastructure. Just as we need roads and bridges to travel from place to place, we need records to prove identity, certify contracts and agreements, verify ownership, and establish rights to benefits. Records in today's world are not just paper – they also exist as electronic files, still and moving images, and audio recordings, all subject to their own unique vulnerabilities and capable of disappearing without proper care and attention. Just as we move people and information more freely and rapidly than ever before, records are also more interrelated and integrated than ever before.

Records are essential to protecting tranquility. People want to have a sense of community, a sense of belonging, a sense of place. This sense begins with records and documents focused on individuals – birth and marriage certificates, high school diplomas, cemetery records, city council resolutions honoring local citizens or businesses, photographs and video tapes of school and community events – all of which tie each of us to a specific place, time, and group. From there, the sense of community stretches out to embrace the historical records of a location or a community in its broadest sense.

Government records are particularly important in providing evidence of *all* the people in a state or the nation. Unlike private manuscript repositories, which hold evidence predominantly of those who could write or were considered important enough to have their records preserved permanently, government archives reflect the wide range of people whose lives were affected in some way by government functions. Native American encounters with state government, for example, provide some of the only written documentation in the eighteenth and nineteenth centuries for those indigenous nations which did not have a written tradition. Similarly, immigrant groups such as Italian Americans, Asian Americans, and Latinos rarely appear in the private sector records retained from the nineteenth and even the twentieth

century. However, because they paid taxes, served in the military, were educated, inoculated, or sometimes institutionalized, the traces of their experiences survive in government archives. Even when the direct documentation that links a person individually to his or her community has not survived, historical records housed in government archives can restore a sense of significance and connection to the community and its collective experience.

Evaluating the Data about State Archives and Records Management Programs

This report is based primarily on surveys of state archives and records programs carried out by the Council of State Archivists in 2004 and 2006. It also draws comparisons with data collected and analyzed in 1992 and 1994 by CoSA and NAGARA and with a 1986 survey conducted by Howard Lowell for NAGARA.

The report presents findings in four areas which correspond to the first four sections of data tables provided in the Blue Ribbon Panel's binder:

1. **Resources and administration**, which includes finances, staffing, and placement within state government
2. **Extent** of the record, which covers holdings, electronic records, and the role of archives in documenting state government
3. **Preservation** of the record
4. **Access to and use** of the record

The first is intended to provide the context for understanding the day-to-day operations of state archives and records programs. The remaining three represent the three areas on which we are asking the Blue Ribbon Panel to focus in developing their assessment or "report card" of these programs.

1. Resources and administration

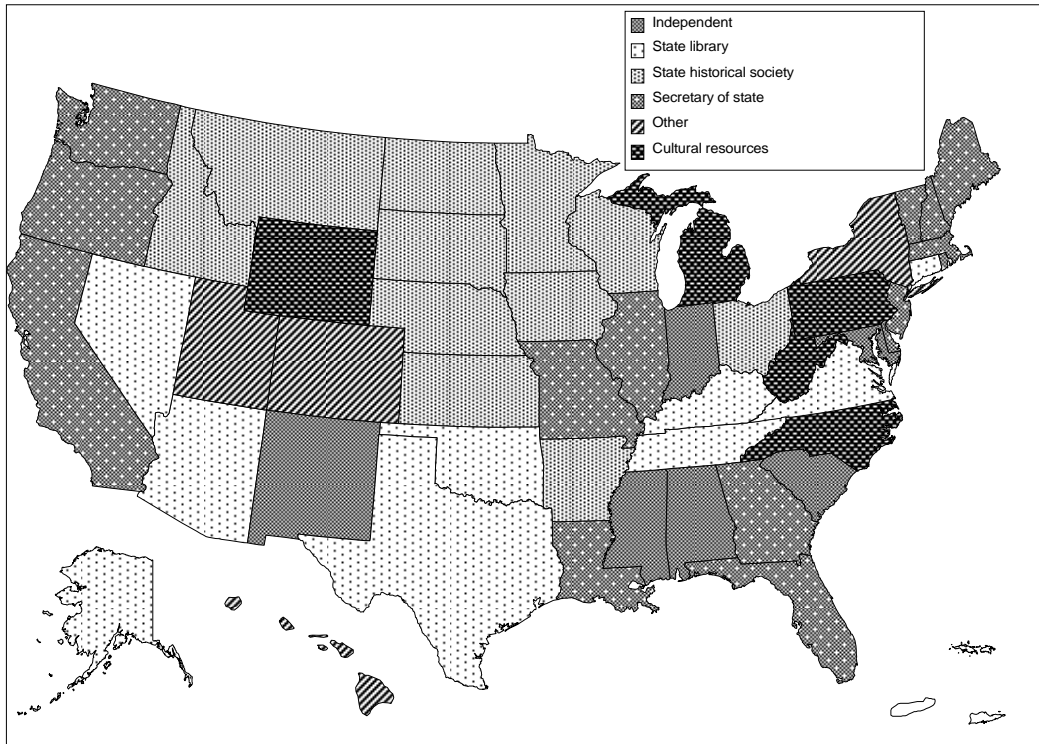
Placement. As states established their archives and records management programs, the organizational structures they chose varied widely. Only a few created wholly new agencies like the departments of archives and history in Alabama and Mississippi. Most assigned the duties to existing departments. In the earlier years, the most common placements were state libraries or state historical societies, but today many departments of administration, management, and general services also perform records-related functions (table 1.9, maps 1 and 2).

Secretaries of state have been the traditional records keepers in many states and continue to serve that function as homes to 17 state archives and 16 records management programs (notably all but 2 of those 16 are joint programs, with archives and records management functions operating together). Historical societies are the next most common parents to state archives (11 in all), while departments of administration come in second for records management (7). State library agencies are third in both categories (9 joint placements and 1 state archives). In 2006, 6 states have independent state archival agencies, 5 of which also administer the records management program.

No single placement has emerged over the years as the best for guaranteeing the effectiveness of an archives and records program. There are cases in which being a division under a politically powerful secretary of state has enhanced the authority of the program in dealing with other state agencies. Sometimes placement in a historical society runs the danger of marginalizing the program as merely a cultural nicety and not an essential activity for the daily functioning of government. Several of the ARM programs that have suffered the deepest reductions in staff and funding since 2000 are part of their state historical societies (OH, WI). However, it is also possible to find weak programs under secretaries of state and strong, influential ones in historical societies. Ultimately, it seems more important that the archives and records management programs are jointly administered than which parent agency houses them.

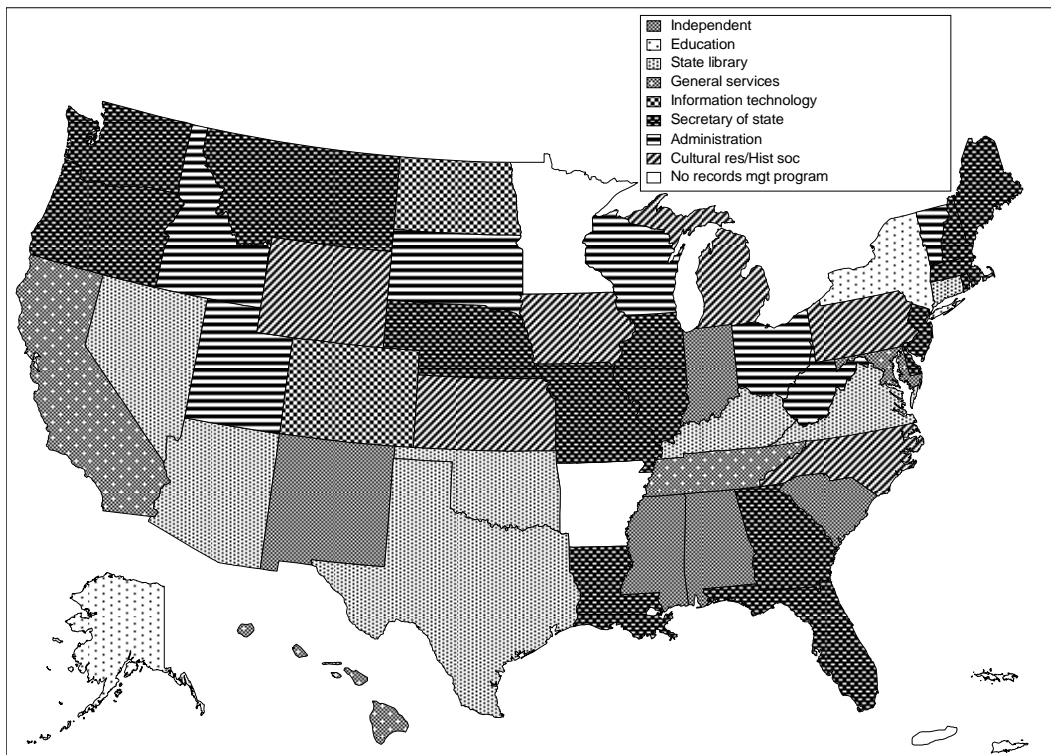
Map 1. Placement of state archives programs within state government

See Table 1.9 for detailed breakdown of placement for state archives and records management programs.



Map 2. Placement of state records management programs within state government

See Table 1.9 for detailed breakdown of placement for state archives and records management programs.

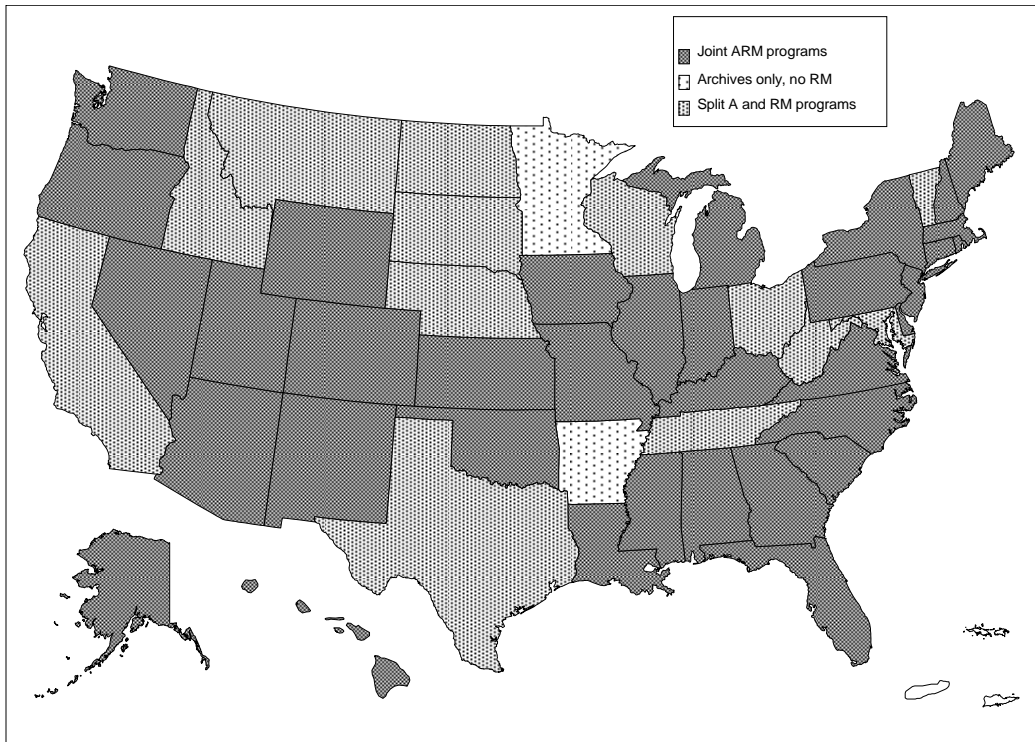


Joint vs. split programs. Regardless of the specific parent agencies to which each function is assigned, it appears generally true that both archives and records management are likely to function better when they have close links to each other within state government. Joint operation has several advantages: appraising and scheduling records is more straightforward and identification of those with continuing (archival) value more certain; advisory services to state agencies are better coordinated; there may be economies of scale in planning for storage space for inactive records and archival records; and dealing with electronic records is more efficient, as discussed below. In 37 states the two are assigned to the same agency (table 1.9, map 3). In 10 states, archives and records management are administratively split. Over the past several decades, the trend has clearly if slowly been toward merging the two (table B). In the mid-1960s, there were only 24 joint programs and 16 split ones. Two states – Arkansas and Minnesota – do not have a formal records management program for state or local government records.

Michigan	2002
Iowa	1998
Kansas	1995
Pennsylvania	1992
Rhode Island	1992
New York	1987

Map 3. Joint vs. split archives and records management programs, 2006

In 2006, the archives and records management functions were administered by the same agency in 36 states and the District of Columbia. In 12 states, the two programs were administered by separate agencies. Two states, Arkansas and Minnesota, do not have a formal records management program for state government.



The strength of the ties between archives and records management is becoming increasingly important as these programs more actively reach out to the chief information officers and information technology departments in order to develop cohesive policies for electronic records. The more fragmentary the authority over electronic records and information is, the more difficult it will be to develop sound programs for their long-term administration. A combined approach helps increase the likelihood that provision for retention/disposition is built in when new electronic information systems are planned. It also increases the prospects that electronic records are disposed of when no longer needed and when they have reached their minimum retention periods on approved schedules; those with archival value are identified; and provisions are made for their preservation.

Legal authority. During its 1994 survey, CoSA asked states to indicate whether they had formal definitions of what constitutes a record. All 48 states responding to that survey said they did. Forty-six were based in statutes, while those of Oregon and Tennessee were contained in regulations. This was an improvement from the mid-1980s when only 24 had detailed and explicit definitions, 16 had detailed but ambiguous definitions, 8 had only oblique or summary coverage, and 2 had no definitions at all.¹³

Many state laws are modeled after the 1943 Federal Records Act which added the phrase “regardless of physical form or characteristics” in an attempt to cover all possible forms and conditions under which information could be stored. In a 1992 study, Dennis Neilander found this same catchall phrase in 25 state laws defining public records.¹⁴ In the last 20 years, many states have strengthened their statutory or regulatory definitions of a record to specifically cover electronic records.

The appearance of a solid foundation of records-related laws and regulation in most states is reinforced by reports from the state archives and records programs that they have relatively strong legal authority in many key areas.¹⁵ More than 80 percent are confident of their authority for the full range of records management functions for executive branch

13. George Bain, “State Archival Law: A Content Analysis,” *American Archivist* 46 (Spring 1983): 164–167.

14. Dennis Neilander, “Presentation to the Legislative Commission’s Subcommittee to Study the Laws Governing Public Records and Books: Comparisons of State Public Records Laws,” [Nevada] Legislative Counsel Bureau, January 10, 1992.

15. The strength of authority data was collected in CoSA’s Assessment of Emergency Preparedness in State Archives and Records Management Programs conducted in the summer of 2006.

agencies, although it does not necessarily extend to the other two branches. Less than half of the ARMs report having strong authority for records scheduling in the legislative or judicial branch. About two-thirds of the states report having significant or strong authority for scheduling of local government records.

Strong authority does not necessarily equate with a strong program, however. Many state ARMs report significant disparity between the authority they hold and the resources they need – funding, people, and equipment – to exercise that authority.

Of special concern is that eight ARMs report having *no* authority *or* resources governing local government records schedules. In those states, counties, municipalities, and other local entities must largely fare for themselves.

Financial resources. Without exception, the budgetary allocations for state archives and records programs represent a minuscule part of total state expenditures. The 2006 CoSA survey found that expenditures on archives and records programs were below one-tenth of 1 percent of total expenditures by state governments across the board,¹⁶ with at least 13 states allocating less than one-hundredth of 1 percent specifically to records (table 1.1). This raises the question of whether the level of expenditure is commensurate with the importance of this administrative function.

There is a wide range in the total archives and records management budgets from state to state, from less than \$300,000 in Idaho to more than \$17 million in New York. Often, larger states devote a much lower proportion of overall financial resources to archives and records programs than do smaller ones. This suggests that there is something of a floor, or set of fixed costs, that any state government must accept to have a functioning archives and records program. It is also likely that, in larger governments, more of the records management-related functions are handled directly by personnel in other agencies rather than by a centralized records program. If that is true, actual costs are spread across all agencies rather than focused within the records management program alone. This approach has some advantages – responsibility is exercised close to where the records are created and used – but it can also lead

¹⁶ FY2006 data on total state expenditures will not be available for several more months, but we can expect the FY2006 state archives and records management expenditures to sustain approximately the same proportions.

to lack of consistency and lapses, for instance, where two or more agencies have joint responsibilities or operate joint programs.

Small as they are, a number of state ARMs were especially hard hit during the budget crises that occurred in many state governments over the last few years (table 1.6). Cuts in archives budgets usually mean reductions in staffing because of the labor-intensive nature of the work. Both Ohio and Wisconsin, for instance, took huge financial cuts accompanied by substantial staff reductions. Each went from more than 20 state archives employees in 1994 to fewer than 4 in 2006. Reductions in force of this magnitude often result in the loss of both enthusiastic and promising new professionals and talented, experienced staff members. Remaining staff are at risk of being both discouraged and overworked. Important initiatives and services lapse; irreplaceable archival records are lost; research, both present and future, is undermined.

Staff decreases in records management programs have been even more dramatic than for archives (table 1.5). There has been evidence of a problem in a number of states for many years that the state budget crises only made worse. Minnesota eliminated its records management program for state government agencies altogether in 2003. In 2004, four states reported only a single FTE devoted to records management (Colorado, Massachusetts, Ohio, Vermont). At least 20 states saw significant decreases in records management FTEs between 1994 and 2004-2006. FTEs remained relatively flat in nine states and 12 had increases. Weak records management undercuts even a strong archival program. A positive note exists in Arkansas where the state records management program was suspended in 1987 but is now being revived.

The other major cost factor for records programs is associated with storage space: heat, light, building maintenance, construction or leasing when necessary. These expenses are bound to grow with the annual additions to holdings and overall economic inflation. When budgets have to be cut, storage costs are relatively fixed while staff layoffs can yield more substantial, if undesirable, reductions.

New revenue sources. Archives and records administrators have developed new sources of revenue both as a way of responding to the ever-growing demand for services from within government and from the public at large and as a way of maintaining programs in the face of shrinking appropriations (table 1.2) Some 35 states now receive income from fees that support staff and programs. The New York State Archives takes in \$17.5 million in fees, while the Maryland State Archives is now generating more than \$7 million in this way. Florida's trust fund represents about 50 percent of the overall budget for the Bureau of Archives and Records Management, with revenues derived from storage, micrographics, workshops, and reproduction.

Table C. States with fee-based funds to support local government records programs

Operated through state ARM:

Connecticut
 Delaware
 Kentucky
 Mississippi
 Missouri
 New Jersey
 New York
 Rhode Island
 Virginia
 Washington

Operated in individual localities:

Indiana
 Iowa
 North Dakota
 Pennsylvania
 Vermont

A major innovation in the last 30 years involves adding relatively small (\$1-\$5) increases to document filing fees paid to county officials, with the extra income specifically earmarked to support archives and records management programs for local governments. Kentucky's program, developed through a project funded by NHPRC in 1984, provided the model that many other states have adapted. Fifteen states now have such programs in place (up from 5 a decade ago) and others are considering them (table C). In some cases, the fees simply remain with the localities, while in nine states the program is administered by the state archives.¹⁷

In 7 ARMs, the fee income supports staff within the state ARM to deliver services and records-related advice to local governments throughout their states. Eight provide grants, nine offer training, and 4 support construction or renovation of facilities housing local government records.

Revenue from such a program can be substantial. One of the most recently created programs and by far the largest is in New Jersey. In 2003, the New Jersey legislature approved a fee of five dollars per document filed with county clerks and registers of deeds that now generates a total of \$65-\$70 million annually, 40 percent of which is to be used for grants to

17. Data on these fee-based programs were collected by CoSA in a survey of state services for local government records conducted in March 2006. The report from this survey is available at <http://www.statearchivists.org/lga/documents/LGRsurveyReport.pdf>.

local governments. New York's annual \$14 million of fee-based income has supported an extensive network of services to local governments statewide since it was established in 1989. The Virginia State Archives was able to support five new staff positions from the one-dollar increase in recording fees intended to preserve court records, while Missouri added more than 20 staff positions in its field operations for local governments. These programs are positive developments, but a few caveats are in order. State legislatures may decrease state appropriations as revenue from the new fee-based sources increases, leaving the resource level essentially unchanged. Filing fee surcharges may also be diverted for non-records work, as happened in New York, where programs beyond the state archives were shifted to filing fee-based revenue.

Like many other sectors of government, state archives and records programs have had to become more entrepreneurial in their outlook. Resources can grow, but these programs will constantly be looking for new methods of generating revenue. The most desirable approaches will be those that generate substantial income without unduly restricting access by imposing prohibitive fees for reproductions or other use-related activities.

Staffing. We have already described the impact that budget cuts have had on state archives and records management programs. As with all other program elements, the number of full-time equivalent (FTE) positions allocated to archives and records management also varies widely from state to state. Logically, factors that affect staff size include the size of the state and the level of services provided by the archives and records management program. In 2006, the largest staffs are in Maryland (101 FTEs), New York (95 FTEs), New Jersey (91 FTEs), and Washington (83 FTEs) (table 1.4).

Programs that have substantial field operations to provide advice and services to local governments also tend to have larger than average staffs. The states that support their local government programs with supplemental filing fees have often seen substantial FTE growth as a result. Since 1994, there have been staff increases in New York (35.5 FTEs), Washington (30 FTEs), Missouri (25 FTEs), Virginia (17 FTEs), and New Jersey (15 FTEs). Some ARM programs also provide micrographic or imaging on a fee-for-services basis and these can account for above average FTE counts, but the income they generate make them largely self-supporting.

A number of states have historical societies that provide care for both official government records and nongovernmental materials like personal papers and records of private organizations (e.g., Iowa, Minnesota, Nebraska, Ohio, Wisconsin). In these institutions, processing and reference services for both public and private materials are provided by the same individuals, making it difficult to give accurate estimates for the number of FTEs devoted solely to the care of government archives.

An “intensity of care” index was developed by Paul Conway as a way to make relative comparisons among institutions based on the total volume of holdings divided by the number of archival staff.¹⁸ For all state archives reporting FY2006 statistics, the intensity of care index is 2,763, meaning that there is roughly one staff person for every 2,763 feet of archival records held by the state archives collectively. The intensity of care indexes for each individual state archives vary widely, as shown in Table 1.8.

Conway found that government archives have substantially higher intensity of care indexes than other types of repositories. This can be interpreted to mean that it generally takes fewer people to care for and provide access to government records than to manuscripts or personal papers. He calculated that all repositories – public and private – had an index of 881. As a result, those state archives that also house substantial bodies of private, nongovernmental records (see, for instance, WI, MN, PA, NE, KS in Table 2.1) will require larger staffs to manage them and should therefore have intensity of care indexes below the average for state archives.

However, it is also important to note that government records require staff resources at an appropriate and sustainable level. Even those state archives that have indexes at or near the average are challenged to meet even minimum day-to-day mandates. And there is no doubt that those repositories whose intensity of care indexes are above the average of 2,763 face major if not insurmountable challenges from being understaffed.

This index will gradually lose its significance as more permanent records move to electronic form and sheer physical volume diminishes as an indicator of the complexity of caring for them.

18. Paul Conway, “Perspectives on Archival Resources: The 1985 Census of Archival Institutions,” *American Archivist* 50 (Spring 1987): 174-191.

2. Extent of the record

This section addresses the quantity of records held by state archives as well as their physical characteristics and the subject matter they cover.

Holdings. The combined holdings for all state archives in 2006 amounted to more than 2.7 million cubic feet up from just under 1.8 million cubic feet a decade earlier (tables 2.1, 2.2). The 1994 CoSA survey indicated that the volume of records was growing then at a rate of just under 100,000 cubic feet per year for all state archives combined. This now seems to have slowed somewhat between 1994 and 2004 (to about 63,000 cubic feet per year), but in the last two years has surpassed the earlier 100,000 cubic-feet-per-year rate.

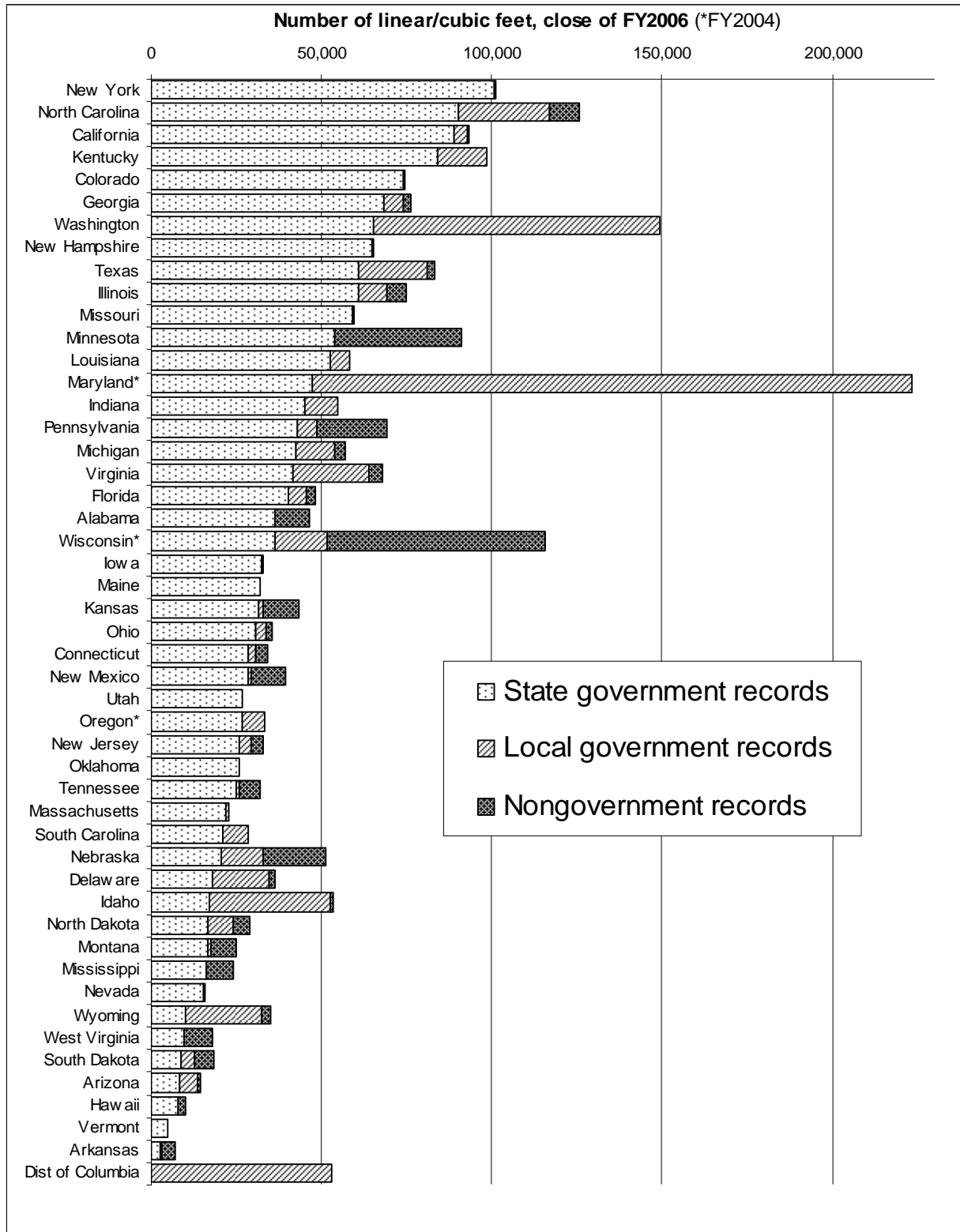
Table D. Summary of holdings, all state archives 2006 (in linear/cubic feet)

	State government records		Local government records		Non-government records	
Number of states archives reporting some holdings in each category	48		42		37	
State archives with <u>largest</u> total holdings in each category (excluding DC which holds 53,000 cu. ft. of local government records)	NY	100,918	MD	175,994	WI	63,809
	NC	90,091	WA	84,376	MN	37,000
	CA	89,023	ID	35,690	PA	20,455
	KY	84,306	NC	27,000	NE	18,200
Mean volume, all states (not including DC)	37,163		13,013		6,955	
State archives with <u>smallest</u> total holdings in each category	HI	7,700	WV	100	SC	90
	AZ	7,527	NH	88	ME	60
	AR	6,900	AR	50	MD	29
	VT	4,641	ME	15	MA	20
State archives with <u>no holdings</u> in each category			HI	OK	DC	OK
			MO	UT	IA	OR
			NY	VT	KY	UT
					LA	VT
					NH	

While most state archives holdings have continued to grow, some at very high rates, a few have actually decreased in volume (table 2.2). In most cases this is evidence that the state archives has gained better control of its records by weeding out unneeded duplicates and segregating permanent from nonpermanent records.

In addition to state government records, many state archives also hold records from local governments and from nongovernmental organizations, institutions, and individuals. In a few cases, these latter “private” papers comprise a substantial volume of the total holdings,

Figure A. Total volume of archival records held by state archives in FY2006, showing source of record Sorted in descending order by volume of state government records held (* indicates volume reported in FY2004)



although this used to be true more often than it is today. The Wisconsin Historical Society is now alone in having more private papers than state government records in its collections. In 1994 there were two such situations, with eight state archives in which one-third of their holdings were private. Few states designate the state archives as the primary repository for local government records, but in those that do, like Maryland, the volume can be overwhelming. The graph in Figure A illustrates the diverse mix of these three kinds of records. Half of the state archives report that they have accessioned electronic records, although their content and the media on which they are stored vary widely (tables 2.4a-c). There are, as of yet, no uniform standards for measuring electronic records or even informal consensus on how to describe these materials. For the purposes of this survey, CoSA simply asked responding states to indicate the quantity of electronic records held using their own measurement preferences.

Electronic records present substantial challenges for archivists and records managers in all kinds of repositories that go far beyond simply how to measure them. A number of state archives have begun moving ahead with digital archiving initiatives, each varying significantly in scope and methodology but valuable for the entire archival community as test beds for managing these new forms of records.¹⁹ The National Archives and Records Administration is moving ahead with its ERA (Electronic Records Archives) initiative which holds the promise of eventually developing a system for preserving electronic archives regardless of format or software. One goal is to make it “scalable” so that it can be implemented at the state level as well. The Library of Congress is also planning to fund multistate demonstration projects focused on the preservation of state government digital information through its National Information Infrastructure Preservation Program (NDIIPP).²⁰

A report from a 2006 conference cosponsored by the National Association of Secretaries of State and the National Electronic Commerce Coordinating Council points to the challenges posed by the “fragmentation of roles and responsibilities related to digital archiving.”²¹ It notes that boundaries are now blurring between what, in paper form, was clearly either a publication or a record and therefore the primary domain of either a librarian or an archivist/records manager. Responsibilities are also blurring between librarians and records

19. The CoSA Web website provides information about electronic records in state archives at http://www.statearchivists.org/arc/states/res_elec.htm.

20. <http://www.digitalpreservation.gov/>

professionals and their counterparts in information technology (IT) positions, both chief information officers (CIOs) and agency information creators. We noted earlier how essential it is for archivists and records managers to have close working relationships. The importance of these connections is reinforced and broadened in this new technological environment to include librarians, IT staff, and CIOs.

The needs are critical and growing. Right now, in most instances, state agencies lack adequate tools for handling the records management and archival aspects of common electronic records such as email. Provisions for applying records management techniques to complex, ever-changing electronic databases are needed. Newer electronic formats, such as agency home pages/websites, instant messages, and weblogs (blogs), are also in need of attention. It could be asserted that the management of electronic records is one of the greatest, and perhaps the greatest, challenge facing state archives and records management programs today.

The number of FTEs being devoted to electronic records in state archives and records management programs is still relatively small. Nationwide, there are about 108 FTEs in all state archives addressing these records. However, 21 states report no FTEs for electronic records at all (table 1.7).

Documenting government functions. Another important factor to review when considering how well state archives are performing is the extent to which they are adequately documenting the core functions of state government. Across the United States, every state government bears responsibility for certain functions that support, protect, and provide services to the citizenry and residents of their jurisdiction. While specific implementation may vary from state to state, all states perform these same core functions to some degree. It is the responsibility of the state archives and records management program, therefore, to manage the records that

Table E. Functions of state government that should be documented in state archives

1. Agriculture
 2. Commerce, business regulation
 3. Community development
 4. Corrections
 5. Education
 6. Elections
 7. Environment
 8. Finance
 9. Government administration
 10. Government services
 11. Health
 12. Human rights
 13. Labor
 14. Land
 15. Law
 16. Military
 17. Public safety
 18. Public utilities
 19. Public welfare
 20. Recreation
 21. Transportation
-

This list of functions was developed as part of the Research Library Group (RLG) Government Records Project Application Protocol for Function Terms in 1987.

21. National Association of Secretaries of State and National Electronic Commerce Coordinating Council (eC3), "Digital Archiving: From Fragmentation to Collaboration," December 2006. .

document these functions throughout their life cycle and ensure that they are appropriately represented in the holdings of the state archives.

The 2004 CoSA survey asked each state archivist to assess the extent of coverage in the holdings of his or her state archives for each of 21 functional areas first delineated by a team of archivists in the 1980s (table E). Their responses, while admittedly subjective assessments, are still important indicators about how well state archives are documenting these areas (table 2.5).

The ranking criteria included 4 (comprehensive), 3 (substantial), 2 (adequate), 1 (minimal), and zero (no coverage). Not surprisingly there is much variation from state to state, but overall patterns do emerge. The strongest areas nationwide are those related to law (3.06) and land (2.96), followed by government administration (2.84), corrections (2.63), and education (2.43). At the low end are labor (1.84), public safety (1.84), recreation (1.78), community development (1.55), and human rights (1.53).

Holdings of records in state records centers are also substantial (table 2.6). Among just the 37 states reporting on their records center holdings, the volume approached 5.7 million cubic feet at the close of FY2006. Three states (Arkansas, Minnesota, North Dakota) have no records center. The function is outsourced to private contractors in some states.

3. Preservation of the record

This section addresses the factors that contribute to the physical preservation and protection of records in all media.

Preservation and conservation services. Thirty state archives report devoting some staff time to preservation, but this ranges from a low of 0.1 FTE (Oklahoma) to a high of 28 (Virginia) (table 1.7). Most of this work is focused on the state archives' own collections. Only 18 state archives provide preservation or conservation services for materials outside of their holdings, either in public or private repositories.

Preservation planning is mixed across state lines (table 3.1). In 2004, only 18 states claimed to have long-range preservation plans in place, while an additional 8 said one was in development and 17 said that preservation was addressed in their agency's overall plan. Most of the existing preservation plans were several years old at the time of the 2004 survey, and we do not have information on whether they have been updated since.

Digital preservation plans were fairly rare in 2004, existing in only 11 state archives with 17 in development (table 3.2). When asked about the criteria used to determine what will be digitized, the most common answers are not surprising: frequency of use coupled with user demand, fragility of the items, and overall historical, legal, or evidentiary value. More recent data on state archives digital preservation activities are contained in a report from the National Digital Information Infrastructure Preservation Program (NDIIPP) at the Library of Congress.²²

Disaster and emergency planning. In 2004, CoSA found that written disaster plans were the norm among the state archives and records programs: 46 out of 60 reporting programs said they had such a written plan in place (table 3.3). About one-third of those plans were out of date, however. Seven programs in 2004 had no disaster plan, although 4 of those said they were in development.

CoSA surveyed the state ARMs again in 2006 as part of its post-Katrina Emergency Preparedness Initiative.²³ Only one state archives is now without a written disaster plan for its primary archival facility – New Hampshire, where the archives building is undergoing a major

22. "Preservation of State Government Digital Information: Issues and Opportunities," October 2005, at http://www.digitalpreservation.gov/partners/states_wkshps.pdf

renovation this year. The assessments found plenty of room for improvement, however. All states need to ensure that they regularly update and practice their plans.

Facilities. The most fundamental step any repository can take to ensure the preservation of its holdings is to house its archival collection in a good building with sound environmental controls and security. State archives today occupy buildings constructed as early as 1890 although half have been built since the mid-1970s.

A steady stream of new construction and major renovations has occurred over the last two decades and, according to the responses to CoSA’s 2006 survey, the pace will continue or even increase. Twelve new buildings have been constructed in the last 15 years (table F), while 8 new buildings or major renovation projects are scheduled to occur in the next 3–4 years. (table G) An additional 19 building projects are pending approval (table 3.4). The need for this building activity is supported by reports from 15 ARM programs that their state archives buildings were already full to capacity in 2006, and an additional 17 that indicated they would be full in the next five years.

This building boom is good news, too, because the need for better facilities, not just larger, is well documented. In 1986, Howard Lowell conducted a study of preservation needs in state archives. His report indicated that “proper physical storage conditions, with modern fire detection and suppression capabilities, security systems, positive

Table F. Newest state archives buildings

Utah	2004
Georgia	2003
Mississippi	2003
Idaho	1998
South Carolina	1998
New Mexico	1998
Virginia	1997
Kansas	1995
California	1995
Minnesota	1992
Nevada	1992
Missouri	1991

Table G. Plans for construction or major renovations of state archives buildings

Funding approved for planning or constructing new buildings (showing expected completion date, if known)	
Vermont	
Pennsylvania	2007
Tennessee	2008
Major renovations funded (showing expected completion date, if known)	
District of Columbia	2007
New Hampshire	2007
North Dakota	2006
Texas	2007
North Carolina	2007

23 <http://www.statearchivists.org/prepare/>

environmental controls, and programs that use preservation-quality supplies for housing archives holdings” was among the most urgent needs.²⁴

Most state archives buildings are reported to be well fitted with year-round temperature controls and fire detection systems (table H). Water detection and pest controls are less common. There are 26 state archives using ANSI environmental control standards and 35 following those promulgated by the National Fire Protection Association (table 3.5).

In addition to the state archives buildings, most states operate records centers to provide temporary storage for semiactive, nonpermanent records until they have reached the end of their useful life. The combined holdings of all state records centers in 2004 totaled more than 5.7 million cu. ft. The records center function is partially or entirely outsourced in twelve states (AK, CA, CT, MI, MN, NH, NJ, NV, OH, OK, RI, and WV). In three states (AR, CO, ND), there is no provision at all for the storage of nonpermanent records.

Table H. Environmental controls in state archives buildings, number of programs reporting 100% or no coverage of record storage areas by each type of control

	Number with 100% coverage	Number with no coverage
Year-round temperature controls	40	0
Year-round humidity controls	37	4
Fire detection	46	2
Fire suppression	37	9
Water detection	14	28
Pest control	28	19

²⁴ Howard Lowell, *Preservation Needs in State Archives* (Albany: NAGARA, 1986): 1.

4. Access to and use of the record

Impact of the Internet. For state archives, there has been no greater change in the last decade than in their use of the Internet to provide access to potential users. In early 1993, only five state archivists had even basic electronic mail capability, and several of those were through personal accounts paid for by the state archivists themselves. In 1994, just 27 state archives had home pages on the World Wide Web, a handful offered dial-up or telnet access to their catalogs, and a few others made descriptions available through national bibliographic networks such as RLIN (14 states) and OCLC (5 states). Today, the Internet is the most frequently used method, by far, employed by users of all kinds to contact the state archives and explore their holdings, either via electronic mail or through state archives' websites.²⁵

The Internet has increased the number of users as well as the ways records are located and used. People who might not be able to travel to the state archives' facilities can access them through the electronic portals. Most state archives are working hard to make their holdings accessible via the Web through a variety of means. Some 35 state archives have created virtual exhibits or memory projects that focus on especially significant documents, collections, or topics (table 4.6). Many also place emphasis on facilitating use of documents in the classroom and provide teaching resources, including curricular packets, along with digital images of original documents (table 4.7).

Despite the wide range of activity associated with automated access, the biggest impediment to full use of these tools may be a lag in traditional archival activities. The process of preparing descriptions of records held in archival repositories remains a labor-intensive activity. When resources are tight, ongoing descriptive work often suffers as the workload shifts to reference demands. As a result, the unprocessed, undescribed backlog grows as more and more archival records are accessioned but cannot be made available for research due to the lack of access tools.

When responding to the 2004 CoSA survey, 16 state archives acknowledged that 50% or more of their holdings were described at only the most basic level, e.g., title, dates, and quantity

25. A directory of all state archives and records management program websites is available at <http://www.statearchivists.org/states.htm>

(table 4.5). Looking at all state archives collectively, some 37% of their holdings are described at this basic level, 41% at a midlevel that includes some information about creator and content, and about 19% at a detailed level. A great deal of analysis, writing, and data entry lies ahead before series descriptions will be available over the Internet for the bulk of the state archives' holdings.

Number of state archives users. The number of users of state archives making direct, person-to-person contacts with staff has grown slightly over the last decade (table J), but their methods of contact have changed

dramatically. In all but 10 states, more reference requests are now received via electronic mail than by surface mail (table 4.1). All other types of person-to-person contacts have declined somewhat, including surface mail (down 24% since 1994 for all programs reporting statistics in all three years), in person visits (down 17%), and telephone calls (down 13%).

Contact type	FY1994	FY2004	FY2006
Surface mail	169,825	119,545	129,103
Electronic mail	Not counted	134,236	148,145
In person	300,336	252,984	244,990
Telephone	172,327	139,807	149,443
Total	642,488	646,572	671,681
Increase		+1%	+4%

The total of all "person-to-person" contacts is dwarfed, however, by the number of visitors to state archives websites (table 4.3). The exact number is not known, because fewer than half of the state archives have reliable statistics on website usage. The 2004 and 2006 CoSA surveys asked for the number of unique visitors, but because the range between high (more than 156 million) and low (225) numbers reported was so large, we have no confidence that the programs were measuring the same types of activity. It is safe to guess, however, that there could easily be 100 Web visitors for every user who requests assistance or information through a person-to-person contact.

It is even harder to generalize on the long-term trend in reference activity when reviewing the figures reported for 1994, 2004, and 2006 (table 4.2). Only 11 states show an increase in total person-to-person contacts for all three survey years (DE, ME, MA, MO, NC, ND, UT, VT, WA, WY). In 19 states, the number of contacts was lower in 2004 than in 1994.

However, the total number of contacts made in all state archives had increased from 1994 to 2004, and it is likely to be even larger in 2006 when all programs have finished reporting.

How state archives are used. Genealogists are the single largest constituency of users for state archives (table 4.4). In 28 states, they represent half or more of total users. In five states, the primary user group comes from state government for administrative purposes. Six states stand out as having high proportions of reference activity related to property and legal research.

These figures need some context and reflection, however. For instance, the use of records in a state archives by the state's attorney general that results in the state's winning an important lawsuit may count as only "one" use, but obviously it is one of transcendent importance. A historian's study of a strong governor's policies, based on research in his or her records at the state archives, may result in a book with lasting influence and impact. A determination of legislative intent based on bill files at the archives may help determine how the state's highest court decides a case with far-reaching consequences. An analysis of environmental issues and problems may profit from research in reports in the archives that document the environmental situation as it was sometime in the past. How did the state develop its transportation policy, for instance, for the interstate highway system? Records in the archives may have the answer. These and other examples illustrate the importance of state archives' holdings.

A Final Note to the Blue Ribbon Panel

Perhaps the most significant trend behind all of this data is that state archives and records programs are working hard every day – both collectively and individually – to improve the management, preservation, and use of state government records. Their desire to better serve their governments and the citizens of their states has motivated the Council of State Archivists to convene this Blue Ribbon Panel. With your help, we hope to gain a better understanding of how to measure the performance of archives and records management programs and establish benchmarks against which we can measure future progress.

Thank you for your willingness to participate in this important effort.

APPENDIXES

Appendix A Data tables

Section 1. Resources and administration

Section 2. Extent of the record

Section 3. Preservation of the record

Section 4. Access to and use of the record

Section 5. Issues identified by state archives and records management programs as their top priorities for 2006-2008

Appendix B Survey Development Process

Appendix C Using CoSA Survey Data

Appendix D Forms Used for Surveys of State Archives and Records Management Programs

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DATA TABLES

1. Resources and administration

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

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- Table 1.2 Sources of funding for state archives and records management programs, FY2006
- Table 1.3 Increases and decreases in state archives and records management program budgets for 1994, 1999, and 2004, compared to changes in total state expenditures for those same years

Staffing

- Table 1.4 Total state archives and records management (ARM) full-time equivalents (FTEs) at the close of FY2006. Sorted from highest to lowest according to percentage of ARM FTEs relative to all state employee FTEs
- Table 1.5 Staffing trends: State Records Management FTEs in 1994, 2004, 2006, and percentage change over time
- Table 1.6 Staffing trends: state archives FTEs in 1994, 2004, 2006, and percentage change over time
- Table 1.7 Staffing devoted to local government records, electronic records, and preservation at the close of FY2006
- Table 1.8 Intensity of care index, showing staff size relative to volume of archival holdings, 2006

Administration

- Table 1.9 Placement of state archives and records management programs within state government

Finances

Table 1.1 Archives and records management expenditures for FY2006 relative to total state expenditures in the same year

State	Function	FY2006 budget for archives / rec mgt	FY2006 actual expenditures for archives / rec mgt	Total archives & rec mgt expenditures in each state	Rank x/40	Total state govt expenditures, FY2006 (NASBO est.)* in millions	% spent on ARM	Rank x/39
Alabama	ARM	\$4,632,761	\$4,493,628	\$4,493,628	10	\$19,679	0.0228%	9
Alaska	ARM	No report	No report			\$9,912		
Arizona	ARM	\$1,911,900	\$1,911,900	\$1,911,900	24	\$23,631	0.0081%	26
Arkansas	A	\$1,607,010	\$1,487,948	\$1,487,948	26	\$17,885	0.0083%	27
California	A	\$2,219,000	\$2,000,000	\$5,291,328	7	\$184,429	0.0029%	38
	RM	\$3,291,328	\$3,291,328					
Colorado	ARM	\$792,159	\$792,080	\$792,080	37	\$15,295	0.0052%	33
Connecticut	ARM	\$6,287,890	\$2,864,315	\$2,864,315	19	\$22,337	0.0128%	23
Delaware	ARM	\$3,055,400	\$3,018,600	\$3,018,600	17	\$6,351	0.0475%	2
Dist of Columbia	ARM	\$856,984	\$856,984	\$856,984	34			
Florida	ARM	\$3,047,330	\$2,917,792	\$2,917,792	18	\$65,436	0.0045%	35
Georgia	ARM	\$6,360,254	\$6,276,836	\$6,276,836	6	\$29,550	0.0212%	12
Hawaii	ARM	\$799,041	\$757,051	\$757,051	38	\$9,594	0.0079%	28
Idaho*	A	\$8,000	\$8,000			\$5,486		
	RM	No report	No report					
Illinois	ARM	\$3,712,500	\$3,480,180	\$3,480,180	13	\$46,558	0.0075%	30
Indiana	ARM	\$1,380,755	\$1,374,596	\$1,374,596	27	\$25,361	0.0054%	32
Iowa	ARM	\$453,369	\$434,579	\$434,579	40	\$13,317	0.0033%	36
Kansas	ARM	\$1,864,677	\$1,881,136	\$1,881,136	25	\$11,827	0.0159%	19
Kentucky	ARM	\$4,020,400	\$3,457,904	\$3,457,904	14	\$22,162	0.0156%	20
Louisiana	ARM	\$3,650,755	\$3,178,818	\$3,178,818	16	\$15,082	0.0211%	13
Maine	ARM	\$878,300	\$878,300	\$878,300	33	\$7,151	0.0123%	24
Maryland	A	\$11,366,474	\$9,848,153	\$10,363,730	4	\$27,238	0.0380%	4
	RM	\$407,892	\$515,577					
Massachusetts	ARM	\$900,000	\$910,000	\$910,000	31	\$28,104	0.0032%	37
Michigan*	ARM	\$739,000	\$705,900	\$705,900	39	\$41,877	0.0017%	39
Minnesota	A	\$5,000,000	\$5,000,000	\$5,000,000	9	\$26,401	0.0189%	16
Mississippi	ARM	\$3,424,974	\$3,413,301	\$3,413,301	15	\$12,562	0.0272%	7
Missouri	ARM	\$2,763,535	\$2,618,239	\$2,618,239	20	\$19,912	0.0131%	22
Montana	A	\$598,806	\$765,156			\$4,664		
	RM	No report	No report					
Nebraska	A	\$901,672	\$758,433			\$9,121		
	RM	No report	No report					
Nevada	ARM	\$1,525,548	\$1,359,449	\$1,359,449	28	\$8,407	0.0162%	18
New Hampshire	ARM	\$394,757	\$354,218	\$354,218	41	\$4,531	0.0078%	29

Table 1.1 cont. Archives and records management expenditures for FY2006 relative to total state expenditures in the same year

State	Function	FY2006 budget for archives / rec mgt	FY2006 actual expenditures for archives / rec mgt	Total archives & rec mgt expenditures in each state	Rank x/40	Total state govt expenditures, FY2006 (NASBO est.)* in millions	% spent on ARM	Rank x/39
New Jersey	ARM	\$31,697,683	\$31,697,683	\$31,697,683	1	\$42,655	0.0743%	1
New Mexico	ARM	\$2,452,900	\$2,589,100	\$2,589,100	21	\$11,471	0.0226%	10
New York	ARM	\$20,224,657		\$20,224,657	2	\$104,341	0.0194%	14
North Carolina	ARM	\$3,645,910	\$3,645,910	\$3,645,910	12	\$33,796	0.0108%	25
North Dakota	A	\$556,000	\$533,000	\$804,024	36	\$3,742	0.0215%	11
	RM	\$329,956	\$271,024					
Ohio	A	\$267,504	\$205,435			\$55,393	0.0000%	
	RM	No report	No report					
Oklahoma	ARM	\$1,150,781	\$828,953	\$828,953	35	\$17,445	0.0048%	34
Oregon	ARM	No report	No report	\$0		\$20,228	0.0000%	
Pennsylvania	ARM	\$3,943,355	\$4,086,782	\$4,086,782	11	\$54,926	0.0074%	31
Rhode Island	ARM	No report	No report	\$0		\$6,807	0.0000%	
South Carolina	ARM		\$2,565,383	\$2,565,383	22	\$17,966	0.0143%	21
South Dakota	A	\$595,400	\$595,401	\$919,917	30	\$3,313	0.0278%	5
	RM	\$348,292	\$324,516					
Tennessee	A	\$11,098,400	\$10,499,026	\$11,718,026	3	\$25,602	0.0000%	3
	RM	\$1,300,000	\$1,219,000					
Texas	ARM	\$889,906	\$884,740	\$884,740	32	\$70,126	0.0013%	40
Utah	ARM	\$2,301,236	\$2,271,315	\$2,271,315	23	\$9,065	0.0251%	8
Vermont	A	\$591,000	\$598,596			\$4,286	0.0000%	
	RM	No report	No report					
Virginia	ARM	\$10,599,616	\$5,281,694	\$5,281,694	8	\$31,923	0.0165%	17
Washington	ARM	\$10,694,730	\$8,889,137	\$8,889,137	5	\$32,459	0.0274%	6
West Virginia	A	\$1,859,925	\$776,933			\$19,715	0.0000%	
	RM	No report	No report					
Wisconsin	A	No report	No report			\$33,482	0.0000%	
	RM	\$1,304,400	\$1,139,000					
Wyoming	ARM	\$1,030,942	\$1,058,426	\$1,058,426	29	\$5,538	0.0191%	15
Total		\$185,735,064	\$151,571,454	\$167,544,558		\$1,338,139	0.0125%	

***Notes:**

ID: Personnel not included.

MI: Does not include rent and maintenance for the archives.

NC: Did not include NHPRC grant funds in budget.

Total state government expenditures for FY2006 (estimated) include capital expenditures. They are taken from Table 1 in National Association of State Budget Officers, "2005 State Expenditure Report" <<http://www.nasbo.org/publications.php#er2005>> published November 2006, accessed November 30, 2006.

Table 1.2 Sources of funding for state archives and records management programs, FY2006

State	Program	Appropriations	Fees	Revolving funds	Trust funds	Grants	Endowment	Other	Explanation of other income
Alabama	ARM	\$3,659,241	\$325,000			\$123,520	\$25,000	\$500,000	From the Governor's Contingency Fund
Alaska	ARM	No report							
Arizona	ARM	\$1,277,400	\$634,200						
Arkansas	A	\$1,397,686	\$33,000			\$130,324			
California	A	\$2,219,000							
California	RM		\$3,291,329						
Colorado	ARM	\$672,000	\$120,159						
Connecticut	ARM	\$434,323	\$5,853,567						
Delaware	ARM	\$2,780,100	\$275,300						
DC	ARM								
Florida	ARM	\$1,236,936	\$1,470,607		\$224,319	\$115,468			
Georgia	ARM	\$5,856,020	\$509,244			\$143,478			
Hawaii	ARM	\$799,041			\$3,900	\$6,245			
Idaho	A	\$5,000	\$3,000						
Idaho	RM	No report							
Illinois	ARM	\$3,712,500				\$130,300			
Indiana	ARM	\$1,432,733		\$225,071					
Iowa	ARM	\$373,130						\$61,450	Fund raising efforts by Iowa Historical Foundation to support acquisition and implementation of automated records management software.
Kansas	ARM	\$1,474,712	\$396,679			\$99,745			The KHS received a \$90,000 grant from the Information Network of Kansas to fund the purchase of computer equipment and services to support a yet to be launched online KHS primary source portal.
Kentucky	ARM	\$2,108,000	\$1,839,400					\$73,000	Federal funds
Louisiana	ARM		\$661,627					\$2,989,128	Self-generated revenue from the Commercial Division.

Table 1.2 cont. Sources of funding for state archives and records management programs, FY2006, cont.

State	Program	Appropriations	Fees	Revolving funds	Trust funds	Grants	Endowment	Other	Explanation of other income
Maine	ARM	\$820,300		\$18,000		\$40,000			
Maryland	A	\$2,453,671				\$187,260		\$7,207,222	Special fund income for services rendered.
Maryland	RM		\$434,875	\$80,702					
Massachusetts	ARM	\$900,000				\$100,000			
Michigan	ARM	\$683,000	\$23,000			\$33,100			
Minnesota	A	\$4,100,000	\$377,000			\$441,000	\$137,000		The state archives is included in the library, publications and collections division, with many different programs assuming support roles. For this survey, MHS staff could only differentiate the government records program by subtracting the publications budget from the total budget for the division.
Mississippi	ARM	\$3,270,056	\$78,131			\$46,715		\$97,358	Katrina Response and Recovery
Missouri	ARM	\$1,400,304	\$1,217,935			\$42,000			
Montana	A&RM	\$251,020	\$338,125			\$13,966		\$2,450	Donations for special project (state archives).
Nebraska	A	\$788,832	\$108,231		\$120	\$3,000			
Nebraska	RM	No report							
Nevada	ARM	\$863,514	\$547,232			\$134,802			
New Hampshire	ARM	\$394,757							
New Jersey	ARM	\$2,963,000	\$365,000	\$465,000		\$33,433		\$27,871,250	Funding provided for and awarded to counties and municipalities through the division's Public Archives and Records Infrastructure Support (PARIS) Grant Program. Note that the PARIS grant money was excluded in the calculations of the expenditures in question 2.4. 100% of the \$27,871,250 was granted to county and local governments.
New Mexico	ARM	\$2,263,200	\$121,200	\$29,100		\$94,800		\$80,800	Special appropriation
New York	ARM	\$1,933,212	\$17,532,000			\$480,445		\$279,000	
North Carolina	ARM	\$3,324,250	\$321,660			\$29,564			
North Dakota	A	\$494,000	\$32,000			\$30,000			
North Dakota	RM		\$329,956						

Table 1.2 cont. Sources of funding for state archives and records management programs, FY2006, cont.

State	Program	Appropriations	Fees	Revolving funds	Trust funds	Grants	Endowment	Other	Explanation of other income
Ohio	A	\$246,504	\$14,000			\$7,000			
Ohio	RM	No report							
Oklahoma	ARM	\$651,354		\$180,946		\$99,668			
Oregon	ARM	No report							
Pennsylvania	ARM	\$2,786,182	\$1,148,823			\$8,350			
Rhode Island	ARM	No report							
South Carolina	ARM	\$2,072,723		\$264,661		\$227,949			
South Dakota	A	\$578,410	\$8,100		\$8,890				
South Dakota	RM	No report	\$348,292						
Tennessee	A	\$8,093,976				\$35,224		\$2,969,200	Federal funding
Tennessee	RM							\$1,219,000	Charge to customer agencies for Records Management Division services
Texas	A&RM	\$860,249	\$1,397,043			\$29,657			
Utah	ARM	\$2,256,771	\$39,965			\$4,500			
Vermont	A	\$591,000						\$90,000	\$90,000 was appropriated to the Dept of Buildings and General Services for site selection for a new Archives and Research facility. The funds did not appear as part of the archives budget.
Vermont	RM	No report							
Virginia	ARM	\$3,022,834	\$3,894,054			\$0			
Washington	ARM	\$10,694,730	\$7,165,181	\$3,515,389		\$13,160		\$1,000	Donations
West Virginia	A	\$1,344,639	\$73,000					\$3,000	Donation from Mining Your History Foundation for purchases for collections.
West Virginia	RM	No report							
Wisconsin	A	No report							
Wisconsin	RM		\$1,107,600					\$31,400	Recycled Paper
Wyoming	ARM	\$1,030,942						\$27,484	Funds were appropriated in other accounts/budgets to pay for the additional employee benefits which were authorized by the Wyoming Legislature.

Table 1.3 Increases and decreases in state archives and records management program budgets for 1994, 1999, and 2004 compared to changes in total state expenditures for those same years

STATE	% +/- Total state exp chg 94 to 99	% +/- Total state exp chg 94 to 04	Archives/ rec mgt budget 1994	Archives/ rec mgt budget 1999	Archives/ rec mgt budget 2004	% +/- ARM chg 94 to 99 (Inflation = 12.4%)	% +/- ARM chg 94 to 04 (Inflation = 27.4%)
ALABAMA	26.4%	48.7%	\$3,284,848	\$3,363,420	\$3,465,037	2.4%	5.5%
ALASKA	-11.5%	33.0%	\$805,000	not reported	not reported		
ARIZONA	40.7%	106.5%	\$717,200	\$1,057,730	\$1,502,067	47.5%	109.4%
ARKANSAS	55.7%	125.0%	\$860,690	not reported	\$1,206,895		40.2%
CALIFORNIA	4.9%	49.9%	\$5,590,000	\$1,411,000 (A only)	\$6,622,000		18.5%
COLORADO	-26.7%	53.1%	\$459,813	\$490,000	\$614,290	6.6%	33.6%
CONNECTICUT	13.9%	56.7%	\$228,716	\$538,805	\$2,212,421	135.6%	
DELAWARE	79.6%	79.0%	\$1,146,100	\$2,236,157	\$3,270,740	95.1%	185.4%
DIST OF COLUMBIA*	3.6%	40.3%	not reported	\$180,000	\$540,000		
FLORIDA	46.9%	64.8%	\$2,546,537	\$2,489,498	\$2,675,491	-2.2%	5.1%
GEORGIA	44.0%	70.4%	\$2,973,614	\$5,057,805	\$6,422,481	70.1%	116.0%
HAWAII	11.9%	36.9%	\$821,330	\$680,585	\$696,016	-17.1%	-15.3%
IDAHO*	12.8%	53.3%	\$255,000 (A only)	\$1,000 (A only)	\$258,000		
ILLINOIS	6.7%	70.9%	\$3,263,917	\$3,513,409	\$3,222,729	7.6%	-1.3%
INDIANA	-0.2%	42.8%	\$1,043,534	\$1,481,399	\$1,379,661	42.0%	32.2%
IOWA	31.5%	66.1%	\$252,757 (A only)	not reported	\$429,452		
KANSAS	24.8%	53.2%	\$1,513,732	\$1,676,399	\$1,845,035	10.7%	21.9%
KENTUCKY	38.8%	80.3%	\$2,990,460	\$2,600,758	\$3,532,866	-13.0%	18.1%
LOUISIANA	15.8%	56.3%	not reported	\$2,256,302	\$3,021,347		
MAINE	14.8%	67.8%	\$572,604	\$726,000	\$860,000	26.8%	50.2%
MARYLAND	20.5%	19.0%	\$2,730,111	\$3,714,565	\$11,055,596	36.1%	305.0%
MASSACHUSETTS	8.1%	14.4%	\$628,000	\$771,000	\$860,000	22.8%	36.9%
MICHIGAN	13.2%	35.7%	\$1,280,100	\$589,046 (A only)	\$1,661,500		29.8%
MINNESOTA	15.1%	54.1%	\$2,750,000	\$2,675,000	\$2,172,839	-2.7%	-21.0%
MISSISSIPPI	20.5%	59.7%	\$1,775,683	not reported	\$3,013,906		69.7%
MISSOURI	32.0%	55.6%	\$2,421,690	\$1,922,518	\$2,551,212	-20.6%	5.3%
MONTANA	-5.9%	41.9%	\$88,200 (A only)	\$156,778	\$175,279		
NEBRASKA	34.3%	78.0%	\$651,039 (A only)	\$800,530 (A only)	\$701,100 (A only)	23.0%	7.7%
NEVADA	65.3%	61.1%	\$285,382	\$751,291	\$1,223,785	163.3%	328.8%
NEW HAMPSHIRE	-19.8%	35.8%	\$258,518	\$210,085	\$328,538	-18.7%	27.1%
NEW JERSEY	-9.5%	25.1%	\$1,151,000	\$2,550,000	\$3,773,500	121.5%	227.8%
NEW MEXICO	30.2%	60.0%	\$1,249,200	\$1,712,600	\$2,279,400	37.1%	82.5%
NEW YORK	-3.1%	26.6%	\$15,525,000	\$13,665,610	\$17,200,000	-12.0%	10.8%
NORTH CAROLINA	27.8%	72.3%	\$2,536,569	\$3,028,594	\$3,114,487	19.4%	22.8%
NORTH DAKOTA	1.9%	40.4%	\$350,000 (A only)	\$412,000 (A only)	\$1,164,027		

Table 1.3 cont. Increases and decreases in state archives and records management programs budgets for 1994, 1999, and 2004 compared to changes in total state expenditures for those same years

STATE	% +/- Total state exp chg 94 to 99	% +/- Total state exp chg 94 to 04	Archives/ rec mgt budget 1994	Archives/ rec mgt budget 1999	Archives/ rec mgt budget 2004	% +/- ARM chg 94 to 99 (Inflation = 12.4%)	% +/- ARM chg 94 to 04 (Inflation = 27.4%)
OHIO	8.3%	44.1%	\$805,422 (A only)	\$1,457,505	\$670,343 (A only)		
OKLAHOMA	17.8%	53.9%	\$463,444	\$593,550	\$692,000	28.1%	49.3%
OREGON	41.6%	88.2%	\$1,650,000	\$2,018,451	\$2,751,627	22.3%	66.8%
PENNSYLVANIA	2.7%	33.7%	\$4,716,695	\$3,258,000	\$4,158,888	-30.9%	-11.8%
RHODE ISLAND	5.9%	50.9%	not reported	\$1,038,752	\$1,512,033		
SOUTH CAROLINA	-1.0%	41.3%	\$2,800,000	\$3,220,000	\$1,835,560	15.0%	-34.4%
SOUTH DAKOTA	7.3%	45.8%	\$478,862	\$273,938 (RM only)	\$823,114		71.9%
TENNESSEE	31.7%	81.7%	\$1,912,000	\$3,020,800	\$3,620,009	58.0%	89.3%
TEXAS	9.1%	54.8%	\$3,020,044	\$2,824,926	\$2,772,193	-6.5%	-8.2%
UTAH	27.5%	54.0%	\$1,502,000	\$1,946,500	\$1,973,754	29.6%	31.4%
VERMONT	5.6%	68.0%	\$754,438	not reported	\$1,715,000		127.3%
VIRGINIA	38.7%	81.9%	\$2,603,564	\$4,148,856	\$6,372,775	59.4%	144.8%
WASHINGTON	4.0%	32.6%	\$1,446,916	\$3,500,000	\$6,920,826	141.9%	378.3%
WEST VIRGINIA	-2.0%	169.3%	not reported	\$439,069	\$843,633		
WISCONSIN	49.2%	115.4%	\$2,868,635	not reported	\$1,462,245		-49.0%
WYOMING	9.1%	10.1%	\$702,332	\$896,693	\$1,277,455	27.7%	81.9%
	28.6%	51.8%	\$86,328,278	\$87,869,410	\$134,453,152	1.8%	55.7%

***Notes:**

DC: Expenditures for FY1994, 1999, and 2004, from US Bureau of the Census, Census of Governments, Local Governments. <http://www.census.gov/govs/www/estimate.html>

ID: No personnel included in Archives expenditures for FY1999 or FY2004

MI: FY2004 expenditures do not include rent and maintenance for the Archives.

Staffing

1.4 Total state archives and records management (ARM) FTEs, FY2006

Sorted from highest to lowest according to percentage of ARM FTEs relative to all state employee FTEs

	Total, State Archives & Records Management (ARM) FTEs, FY2006				Total FTEs, all state agencies FY2005	ARM FTEs as a percentage of all state FTEs
	Records mgt	Archives	Other	Total ARM FTEs		
Wyoming	8	7	8	23	11,736	0.196%
Minnesota*	0	87	0	87	74,278	0.117%
Maryland	4	97.2	0	101.2	90,542	0.112%
North Dakota	5	12		17	18,120	0.094%
South Dakota	4	8		12	13,477	0.089%
Kansas	5	2	32	39	44,307	0.088%
Mississippi	7	40	1	48	56,568	0.085%
Tennessee	19	45		64	82,786	0.077%
Kentucky	14	43	2	59	79,231	0.074%
Montana	9	5		14	19,543	0.072%
Washington	12	36	35	83	117,282	0.071%
Missouri	22	18	23	63	91,801	0.069%
New Mexico	12.5	9	12.7	34.2	50,221	0.068%
Maine	7	5	2	14	21,140	0.066%
Delaware	9	13	8	30	45,951	0.065%
New Jersey	19	16	56	91	154,105	0.059%
Utah	12.5	13	2.5	28	49,164	0.057%
North Carolina	26	47	2	75	135,285	0.055%
Virginia	17	15	31	63	119,548	0.053%
Nevada	4.45	4	5	13.45	25,766	0.052%
Louisiana	5	37	5	47	90,887	0.052%
South Carolina	22	15		37	76,498	0.048%
Alabama	4.5	22	13.5	40	85,324	0.047%
Arkansas	0	23	0	23	54,185	0.042%
Arizona	18	11	0	29	69,226	0.042%
Illinois	18	15	19	52	132,934	0.039%
Georgia	12	35		47	120,843	0.039%
New York	40	37	18	95	245,437	0.039%
Indiana	3	7	24	34	92,934	0.037%
Hawaii	6	10	2	18	54,286	0.033%

1.4 cont. Total state archives and records management (ARM) FTEs, FY2006

Sorted from highest to lowest according to percentage of ARM FTEs relative to all state employee FTEs

	Total, State Archives & Records Management (ARM) FTEs, FY2006			Total ARM FTEs	Total FTEs all state agencies FY2005 (US Census)	ARM FTEs as a percentage of all state FTEs
	Records mgt	Archives	Other			
Pennsylvania	16	17	17	50	159,682	0.031%
New Hampshire	4	2		6	19,477	0.031%
Texas	45	21		66	274,352	0.024%
Massachusetts	3	18	0	21	88,533	0.024%
Florida	25	16.5		41.5	185,955	0.022%
Dist of Columbia	1	3	1	5	24,546	0.020%
Connecticut	8	4		12	59,827	0.020%
Oklahoma	5.33	5.33	0.94	11.6	64,977	0.018%
Michigan	12	8		20	131,254	0.015%
Iowa	4.5	2.5		7	52,946	0.013%
California	19	29	3	51	387,060	0.013%
Colorado	1	7		8	66,035	0.012%
Ohio	1	3.45		4.45	136,370	0.003%
Alaska	No report	No report			24,553	
Idaho	No report	2		2	22,903	
Nebraska	No report	14	0	14	32,472	
Oregon	No report	No report			57,932	
Rhode Island	No report	No report			19,942	
Vermont	No report	5		5	14,353	
West Virginia	No report	10	8	18	37,710	
Wisconsin	9	No report		9	70,189	
Total, all states and DC	498.78	901.98	331.64	1,732.40	4,254,473	0.041%

***Notes:**

MN: Includes all library and archives staff of the Minnesota Historical Society, not just those who work with archival records.

Staffing trends: state records management

Table 1.5 Records management FTEs in 1994, 2004, 2006, and percent change over time

Sorted from greatest decrease to greatest increase by percentage

State	1994	2004	2006	% change 1994 to 2006
Decreases in FTEs of 25% or more since 1994 (20 state RM programs)				
Minnesota	17	0	0	-100%
Vermont	13.5	1	No report	*-93%
Colorado	5	1	1	-80%
Maryland	20	4	4	-80%
Mississippi	18	11	7	-61%
Kentucky	34	19	14	-59%
Hawaii	13	6	6	-54%
Massachusetts	6.5	1	3	-54%
Pennsylvania	34	18	16	-53%
Wisconsin	19	9	9	-53%
Ohio	2	1	No report	*-50%
Oklahoma	9.5	8	5.33	-44%
North Carolina	42	26	26	-38%
Delaware	14	7	9	-36%
South Carolina	34	23	22	-35%
South Dakota	6	4	4	-33%
Texas	61	49	45	-26%
Georgia	16	10	12	-25%
Missouri	28	25	22	-21%
Illinois	21	16	18	-14%

*comparing 1994–2004

Relatively modest or no changes in FTEs since 1994 (9 state RM programs)				
Oregon	9	8	No report	*-11%
New Mexico	13	12.5	12.5	-4%
Utah	13	11.5	12.5	-4%
Arkansas	0	0	0	0%
Kansas	5	5	5	0%
Maine	7	7	7	0%
Tennessee	19	19	19	0%
Michigan	11.4	12	12	5%
Florida (20)	23	25	25	9%

*comparing 1994–2004

Table 1.5 cont. Records management FTEs in 1994, 2004, 2006 and percent change over time

Sorted from greatest decrease to greatest increase by percentage

State	1994	2004	2006	% change 1994 to 2006
Increases in FTEs of 25% or more since 1994 (12 state RM programs)				
Washington	10	12	12	20%
New York	30.5	38	40	31%
Connecticut	6	7	8	33%
New Hampshire	3	5	4	33%
Arizona	13	17	18	38%
New Jersey	13.5	9	19	41%
Indiana	2		3	50%
Wyoming	5	7	8	60%
Nevada	2.45	4.45	4.45	82%
Virginia	6	20	17	183%
California	5	28	19	280%
Alabama	0	4.5	4.5	

*comparing 1994–2004

Long-term trend unknown (10 state RM programs)			
Alaska	6	No report	No report
Dist of Columbia	No report	1	1
Idaho	No report	4	No report
Iowa	No report	4.5	No report
Louisiana	No report	4	5
Montana	No report	9	9
Nebraska	No report	No report	No report
North Dakota	No report	5	5
Rhode Island	No report	3.5	No report
West Virginia	0	No report	No report

Staffing trends: state archives

Table 1.6 State archives FTEs in 1994, 2004, 2006, and percent change over time

Sorted from greatest decrease to greatest increase by percentage

State	1994	2004	2006	% change 1994 to 2006
Decreases in FTEs of 25% or more since 1994 (15 state archives programs)				
Ohio	21	11.33	3.45	-84%
Wisconsin	22	3.88	No report	*-82%
Indiana	21	10	7	-67%
Kansas	6	2	2	-67%
Virginia	44	17	15	-66%
Iowa	5	2.5	2.5	-50%
Alabama	44	20	22	-50%
Illinois	29.5	17	15	-49%
South Carolina	29	16	15	-48%
Missouri	32	19.5	18	-44%
Idaho	3.5	2	2	-43%
Michigan	12	8	8	-33%
Utah	19	12	13	-32%
Hawaii	14	10	10	-29%
Georgia	48	38	35	-27%
Relatively modest or no changes in FTEs since 1994 (13 state archives programs)				
Wyoming	8	8	7	-13%
Pennsylvania	19	17	17	-11%
Texas	22.75	21	21	-8%
Oklahoma	5.5	6	5.33	-3%
Maine	5	5	5	0%
South Dakota	8	7	8	0%
Florida	15.5	16.5	16.5	6%
New York	32.5	31	37	14%
Oregon	6	7	No report	*17%
Colorado	6	6	7	17%
North Dakota	10	12	12	20%
Arkansas	19	20	23	21%
Tennessee	37	39	45	22%

*comparing 1994–2004

Table 1.6 cont. State Archives FTEs in 1994, 2004, 2006 and percent change over time

Sorted from greatest decrease to greatest increase by percentage

State	1994	2004	2006	% change 1994 to 2006
Increases in FTEs of 25% or more since 1994 (19 state archives programs)				
Montana	4	3.5	5	25%
New Mexico	7	9	9	29%
Connecticut	3	4	4	33%
Mississippi	29.1	50	40	37%
Kentucky	31	42	43	39%
Vermont	3.5	4	5	43%
Massachusetts	11.5	18	18	57%
North Carolina	30	47	47	57%
Delaware	8	33	13	63%
Nevada	2.45	4	4	63%
California	17	30	29	71%
Arizona	6	9	11	83%
New Hampshire	1	2	2	100%
Nebraska	7	13	14	100%
Minnesota	40	36	87	118%
Maryland	35	90.2	97.2	178%
West Virginia	3.5	17	10	186%
New Jersey	5.5	17	16	191%
Washington	9	30	36	300%
*comparing 1994–2004				
Long-term trend unknown (4 state archives programs)				
Alaska	4	No report	No report	
District of Columbia	No report	3	3	
Louisiana	No report	37	37	
Rhode Island	No report	2.5	No report	

Table 1.7 Staffing devoted to local government records, electronic records, and preservation at the close of FY2006 Local government FTEs were reported in the March 2006 CoSA Survey on State Services for Local Government Records; FTEs for electronic records and preservation were reported during the FY2006 ARM survey.

State	Program	Total state FTEs working on local government records	FTEs devoted to electronic records FY2006	FTEs devoted to preservation FY2006
Alabama	ARM	1.5	0.25	0.5
Alaska	ARM	Not reported	Not reported	Not reported
Arizona	ARM	3	1.5	6
Arkansas	A	0	0	1
California	A	0.5	0	2
California	RM	0	1	0
Colorado	ARM	0	0	0
Connecticut	ARM	2	0	1.25
Delaware	ARM	11	1	1
Dist of Columbia	ARM	Not reported	Not reported	Not reported
Florida	ARM	3	1	1
Georgia	ARM	4	1	5
Hawaii	ARM	1	0.5	1
Idaho	A	0	0	0
Idaho	RM	Not reported	Not reported	Not reported
Illinois	ARM	11	0	2
Indiana	ARM	3	0	17
Iowa	ARM	0	0	0
Kansas	ARM	0	1	4
Kentucky	ARM	7	4	2
Louisiana	ARM	2	2	7
Maine	ARM	0.2	2	0
Maryland	A	13	14.5	2.6
Maryland	RM	1	1	0
Massachusetts	ARM	1	0	1
Michigan	ARM	0	0.5	0.25
Minnesota	A	0	3	13
Mississippi	ARM	1	2	0
Missouri	ARM	24	6	3
Montana	A	0	0	0
Montana	RM	Not reported	0	0

Table 1.7 cont. FTEs devoted to specific types of records or functions in state archives at the close of FY2006

State	Program	Total state FTEs working on local government records	FTEs devoted to electronic records FY2006	FTEs devoted to preservation FY2006
Nebraska	A	6	2	4
Nebraska	RM	Not reported	Not reported	Not reported
Nevada	ARM	1	0	0
New Hampshire	ARM	0	0.75	0.25
New Jersey	ARM	1	1	0
New Mexico	ARM	0	2	1
New York	ARM	29	6.5	5
North Carolina	ARM	7	3	7
North Dakota	A	3	0	0
North Dakota	RM	Not reported	2.5	0
Ohio	A	1	0	0
Ohio	RM	Not reported	Not reported	Not reported
Oklahoma	ARM	0	0	0.1
Oregon	ARM	1	0	0
Pennsylvania	ARM	4	2	2
Rhode Island	ARM	1	Not reported	Not reported
South Carolina	ARM	6.5	5.5	1
South Dakota	A	6	1	0
South Dakota	RM	Not reported	1	1
Tennessee	A	7	2	4
Tennessee	RM	Not reported	3	0
Texas	ARM	0.5	0	0.5
Utah	ARM	1.5	1	6
Vermont	A	1	Not reported	Not reported
Vermont	RM	1	0	0
Virginia	ARM	8	2	28
Washington	ARM	17	6	0.5
West Virginia	A	0	0	1
West Virginia	RM	Not reported	Not reported	Not reported
Wisconsin	A	1.5	0	0
Wisconsin	RM	0	0	0
Wyoming	ARM	3	1.5	1
Total		196.2	85	132.95

Intensity of care

See page 24 for an explanation of the intensity of care index.

1.8 Intensity of care (archival staff size relative to volume of archival holdings) , FY2006

State	Total holdings	Total archival FTEs	Intensity of care
Alabama	46,532	22	2,115
Alaska			No report
Arizona	14,313	11	1,301
Arkansas	6,900	23	300
California	93,508	29	3,224
Colorado	74,300	7	10,614
Connecticut	34,202	4	8,551
Delaware	36,938	13	2,841
Dist of Columbia	53,000	3	17,667
Florida	48,085	16.5	2,914
Georgia	76,436	35	2,184
Hawaii	10,238	10	1,024
Idaho	53,381	2	26,691
Illinois	74,918	15	4,995
Indiana	54,961	7	7,852
Iowa	32,235	2.5	12,894
Kansas	43,405	2	21,703
Kentucky	98,516	43	2,291
Louisiana	58,450	37	1,580
Maine	32,075	5	6,415
Maryland	274,251	97.2	2,822
Massachusetts	22,598	18	1,255
Michigan	57,000	8	7,125
Minnesota	91,000	87	1,046
Mississippi	24,078	40	602
Missouri	59,433	18	3,302
Montana	25,100	5	5,020
Nebraska	51,100	14	3,650
Nevada	15,803	4	3,951
New Hampshire	65,088	2	32,544
New Jersey	32,771	16	2,048
New Mexico	39,221	9	4,358

1.8 cont. Intensity of care (staff size relative to volume of archival holdings), FY2006

State	Total holdings	Total archival FTEs	Intensity of care
New York	101,040	37	2,731
North Carolina	125,893	47	2,679
North Dakota	28,859	12	2,405
Ohio	35,543	3.45	10,302
Oklahoma	25,759	5.33	4,833
Oregon			No report
Pennsylvania	69,293	17	4,076
Rhode Island			No report
South Carolina	31,601	15	2,107
South Dakota	18,495	8	2,312
Tennessee	32,012	45	711
Texas	83,082	21	3,956
Utah	26,791	13	2,061
Vermont	4,660	5	932
Virginia	67,865	15	4,524
Washington	149,514	36	4,153
West Virginia	17,912	10	1,791
Wisconsin			No report
Wyoming	35,087	7	5,012
Total, all states and DC	2,531,184	902	2,806

Table 1.9 Placement of state archives and records management programs

State archives and records management programs operate within a variety of administrative settings. This table shows all of the levels of authority between the head of the state archives and/or records management program and the governor (or legislature in Arizona and Tennessee). The immediate parent agency for each program is indicated with **bold face** type. In some cases the parent agency is, in turn, part of a larger agency. Those are indicated with regular type. Totals for the number of programs which are part of each type of parent agency are given at the bottom of the columns.

There seems to be a continued trend toward consolidation of archives and records management programs. In the 1960s, Ernst Posner found 24 joint and 16 split programs (10 states had limited or no programs at that time). By 1993, there were 34 joint programs in the states. Currently, the archives and records management programs are jointly run in 37 states and operate separately in 12 states. The two most recent consolidations have occurred in Iowa (1998) and Michigan (2002).

While all 50 states and the District of Columbia have designated an agency to manage the government’s archival records, two states currently have no substantive records management agency for state government (AR, MN).

	Joint/Separate	Independent	Secretary of State	Cultural Resources/Affairs	Education	Administration	General Services	Tourism	Info Technology/Info Management	State Library	State Historical Society	Legislative Branch
State												
Alabama	J	A/RM										
Alaska	J				A/RM					A/RM		
Arizona	J									A/RM		A/RM
Arkansas	A only	A										
California	S		A				RM		RM			
Colorado	J					A/RM			A/RM			
Connecticut	J									A/RM		
Dist of Columbia	J		A/RM									
Delaware	J		A/RM									
Florida	J		A/RM							A/RM		
Georgia	J		A/RM									
Hawaii	J						A/RM					
Idaho	S				A	RM					A	
Illinois	J		A/RM									
Indiana	J	A/RM										
Iowa	J			A/RM							A/RM	
Kansas	J										A/RM	
Kentucky	J				A/RM					A/RM		
Louisiana	J		A/RM									
Maine	J		A/RM									
Maryland	S	A					RM					
Massachusetts	J		A/RM									
Michigan	J			A/RM								

Table 1.9 cont. Placement of state archives and records management programs

	Joint/Separate	Independent	Secretary of State	Cultural Resources/Affairs	Education	Administration	General Services	Tourism	Info Technology/Info Management	State Library	State Historical Society	Legislative Branch
Minnesota	A only										A	
Mississippi	J	A/RM										
Missouri	J		A/RM									
Montana	S		RM								A	
Nebraska	S		RM								A	
Nevada	J			A/RM						A/RM		
New Hampshire	J		A/RM									
New Jersey	J		A/RM									
New Mexico	J	A/RM										
New York	J				A/RM							
North Carolina	J			A/RM								
North Dakota	S								RM		A	
Ohio	S										A	
Oklahoma	J									A/RM		
Oregon	J		A/RM									
Pennsylvania	J			A/RM								
Rhode Island	J		A/RM									
South Carolina	J	A/RM										
South Dakota	S					RM		A			A	
Tennessee	S		A				RM			A		A/RM
Texas	J									A/RM		
Utah	J					A/RM						
Vermont	S		A			RM						
Virginia	J				A/RM					A/RM		
Washington	J		A/RM									
West Virginia	S			A		RM						
Wisconsin	S					RM					A	
Wyoming	J			A/RM								
Total in each category	J=37 S=12 Archives only= 2	A/RM=6 A=1	A/RM=14 A=3 RM=2	A/RM=6 A=1	A/RM=4 A=1	A/RM=2 RM=5	A/RM=1 RM=3	A=1	A/RM=1 RM=2	A/RM=8 A=1	A/RM=2 A=9	A/RM=2

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 records held by state archives at the close of FY2006
- Table 2.2 Growth in volume of archival records held by state archives, 1986–2006
- Table 2.3 Volume of records accessioned by state archives during FY2006
- Table 2.4a Electronic records held by state archives at close of FY2006
- Table 2.4b State archives indicating that they had not accessioned any electronic records as of the close of FY2006
- Table 2.4c The following state archives did not indicate the status of their accessioning activities re: electronic records during FY2006
- Table 2.5 Extent of state archives holdings in specific functional areas of state government at close of/in FY2004
- Table 2.6 Volume of records held in state records centers at the close of FY2006

Table 2.1 Total volume of records held by state archives at the close of FY2006

(*Asterisk next to state name indicates FY2004 data.)

State	Total holdings of state govt records	Total holdings of local govt records	Total holdings of nongovt records	Total holdings
Alabama	36,532	included in state	10,000	46,532
Alaska				No report
Arizona	8,240	5,343	730	14,313
Arkansas	2,500	400	4,000	6,900
California	89,023	4,010	475	93,508
Colorado	74,100	200		74,300
Connecticut	28,606	1,874	3,545	34,202
Delaware	18,042	16,384	1,856	36,938
Dist of Columbia	—	53,000	0	53,000
Florida	40,112	5,555	2,418	48,085
Georgia	68,432	5,553	2,451	76,436
Hawaii	7,700	0	2,538	10,238
Idaho	16,899	35,690	792	53,381
Illinois	60,677	8,705	5,536	74,918
Indiana	44,968	9,843	150	54,961
Iowa	32,431	432	0	32,431
Kansas	31,670	1,315	10,420	43,405
Kentucky	84,306	14,210	0	98,516
Louisiana	52,425	6,025	0	58,450
Maine	32,000	15	60	32,075
Maryland*	47,398	175,994	29	274,251
Massachusetts	22,000	578	20	22,598
Michigan	42,500	11,500	3,000	57,000
Minnesota	54,000	included in state	37,000	91,000
Mississippi	16,238	160	7,680	24,078
Missouri	59,263	0	170	59,433
Montana	16,653	875	7,572	25,100
Nebraska	20,500	12,400	18,200	51,100
Nevada	15,499	135	169	15,803
New Hampshire	65,000	88	0	65,088
New Jersey	25,963	3,326	3,482	32,771
New Mexico	28,572	566	10,083	39,221

Table 2.1 cont. Total volume of records held by state archives at the close of FY2006
 (*Asterisk next to state name indicates FY2004 data.)

State	Total holdings of state govt records	Total holdings of local govt records	Total holdings of nongovt records	Total holdings
New York	100,918	0	122	101,040
North Carolina	90,091	27,000	8,802	125,893
North Dakota	16,713	7,374	4,772	28,859
Ohio	30,824	2,870	1,849	35,543
Oklahoma	25,759	0	0	25,759
Oregon*	26,767	6,360	0	33,127
Pennsylvania	43,106	5,732	20,455	69,293
Rhode Island	No report			
South Carolina	20,879	7,632	90	31,601
South Dakota	8,824	3,791	5,880	18,495
Tennessee	24,866	1,000	6,146	32,012
Texas	61,024	20,016	2,042	83,082
Utah	26,791	0	0	26,791
Vermont	4,641	0	0	4,660
Virginia	41,578	22,299	3,988	67,865
Washington	65,138	84,376		149,514
West Virginia	9,724	100	8,098	17,912
Wisconsin*	36,481	15,313	63,809	115,603
Wyoming	9,912	22,384	2,791	35,087
Total, all states and DC	1,786,284	600,423	261,220	2,702,599
Mean volume	37,214	13,034	7,060	55,155

* Indicates FY2004 holdings data.

Table 2.2 Growth in volume of archival records held by state archives, 1986–2006

State	Linear/cubic feet of all government and nongovernment records held by state archives					% of change +/-		
	LOWELL 1986	NAGARA 1992	NAGARA/ COSHRC 1994	CoSA 2004	CoSA 2006	from 1986 to 2006	from 1994 to 2006	from 2004 to 2006
Alabama	21,648	35,200	31,995	49,400	46,532	115%	45%	-6%
Alaska	3,607	6,640	17,537	No report	No report			
Arizona	5,100	13,840	8,543	12,984	14,313	181%	68%	10%
Arkansas	6,000	No report	7,500		6,900	15%	-8%	
California	55,000	60,000	63,000	89,433	93,508	70%	48%	5%
Colorado	No report	77,090	No report	20,490	74,300			263%
Connecticut	23,400	29,600	30,687	30,838	34,202	46%	11%	
Delaware	15,000	18,481	27,000	41,635	36,938	146%	37%	-11%
Dist of Columbia	No report	No report	No report	86,847	53,000			-39%
Florida	27,350	36,735	36,900	44,932	48,085	76%	30%	7%
Georgia	85,000	94,140	70,936	83,686	76,436	-10%	8%	-9%
Hawaii	9,199	12,000	10,104	10,001	10,238	11%	1%	2%
Idaho	7,000	22,000	23,000	47,361	53,381	663%	132%	13%
Illinois	60,000	52,307	67,800	74,064	74,918	25%	10%	1%
Indiana	No report	30,724	30,425	31,900	54,961		81%	72%
Iowa	16,200	19,800	21,700	32,235	32,235	99%	49%	0%
Kansas	12,000	26,000	36,229	34,316	43,405	262%	20%	26%
Kentucky	79,100	91,000	93,884	104,208	98,516	25%	5%	-5%
Louisiana	15,000	35,000	No report	56,725	58,450	290%		3%
Maine	No report	20,000	20,200	43,608	32,075		59%	-26%
Maryland	72,798	115,000	171,000	223,421	274,251	277%	60%	23%
Massachusetts	No report	30,000	32,000	35,374	22,598		-29%	-36%
Michigan	15,000	37,349	44,843	54,721	57,000	280%	27%	4%
Minnesota	37,000	44,614	85,386	No report	91,000	146%	7%	
Mississippi	6,919	17,000	21,000	19,741	24,078	248%	15%	22%
Missouri	10,605	13,000	100,000	57,135	59,433	460%	-41%	4%
Montana	10,000	11,072	11,840	18,801	25,100	151%	112%	34%
Nebraska	6,250	24,000	37,000	49,089	51,100	718%	38%	4%
Nevada	5,186	6,955	7,482	15,156	15,803	205%	111%	4%
New Hampshire	2,850	4,100	52,000	65,088	65,088	2184%	25%	0%

Table 2.2 cont. Growth in volume of archival records held by state archives, 1986–2006

State	Linear/cubic feet of all government and nongovernment records held by state archives					% of change +/-		
	LOWELL 1986	NAGARA 1992	NAGARA/ COSHRC 1994	CoSA 2004	CoSA 2006	from 1986 to 2006	from 1994 to 2006	from 2004 to 2006
New Jersey	11,000	18,189	20,640	31,280	32,771	198%	59%	5%
New Mexico	No report	15,000	15,000	35,600	39,221		161%	10%
New York	40,000	50,000	57,019	99,373	101,040	153%	77%	2%
North Carolina	30,500	38,900	44,134	124,669	125,893	313%	185%	1%
North Dakota	7,000	13,900	14,516	27,333	28,859	312%	99%	6%
Ohio	9,652	28,500	50,700	34,304	35,543	268%	-30%	4%
Oklahoma	23,098	27,000	25,987	25,754	25,759	12%	-1%	0%
Oregon	21,000	22,391	24,017	33,127	No report			
Pennsylvania	28,000	47,000	50,650	67,520	69,293	147%	37%	3%
Rhode Island	1,800	4,100	4,597	No report	No report			
South Carolina	15,000	16,260	18,356	30,319	31,601	111%	72%	4%
South Dakota	3,000	7,076	8,500	14,380	18,495	517%	118%	29%
Tennessee	15,400	24,900	29,377	33,854	32,012	108%	9%	-5%
Texas	26,171	26,000	32,000	81,666	83,082	217%	160%	2%
Utah	8,000	10,000	9,480	28,421	26,791	235%	183%	-6%
Vermont	700	1,540	3,782	4,002	4,660	566%	23%	16%
Virginia	27,535	52,687	54,626	63,841	67,865	146%	24%	6%
Washington	35,000	67,133	36,682	64,433	149,514	327%	308%	132%
West Virginia	6,425	12,910	14,850	17,025	17,912	179%	21%	5%
Wisconsin	82,813	94,054	96,548	115,603	No report			
Wyoming	12,000	22,000	26,585	34,400	35,087	192%	32%	2%
Total, all states	1,011,306	1,583,187	1,798,037	2,369,255	2,553,242	152%	42%	8%

Table 2.3 Volume of records accessioned by state archives during FY2006

State	Records accessioned by state archives in FY2006 (linear/cubic feet)			
	State govt records	Local govt records	Nongovt records	All records accessioned
Alabama	1,600	0	1,100	2,700
Alaska				No report
Arizona	378.5	388.75	45.75	813
Arkansas	100	15	385	500
California	4,005	0	50	4,055
Colorado	320			320
Connecticut	617			617
Delaware	1,566	567	18	2,151
District of Columbia	—	5,367		5,367
Florida	420	1	30	451
Georgia	509	0	0	509
Hawaii	68			68
Idaho	1,016	4,982	22	6,020
Illinois	203	114	0	317
Indiana	1,525	82	0	1,607
Iowa	0	0		0
Kansas	1,221	18	179	1,400
Kentucky	2,605	5	0	2,610
Louisiana	625	480		1,105
Maine	1,050			1,050
Maryland				16,143
Massachusetts	612			612
Michigan	1,694	180	107	1,981
Minnesota	610	98		708
Mississippi	2,205	0	273	2,478
Missouri	1,134	106	3	1,243
Montana	603	37	85	725
Nebraska	99	77		
Nevada	647	0	0	15,803
New Hampshire	1			1
New Jersey	319	1	62	382
New Mexico	2,312	6	9	2,327
New York	1,666			1,666
North Carolina	175	310	226	711

Table 2.3 cont. Volume of records accessioned by state archives during FY2006.

State	Records accessioned by state archives in FY2006 (linear/cubic feet)			
	State govt records	Local govt records	Nongovt records	All records accessioned
North Dakota	325	410	84	819
Ohio	199	7	7	213
Oklahoma	5	0	0	5
Oregon				No report
Pennsylvania	818	52	223	1,093
Rhode Island				No report
South Carolina	533	122	0	655
South Dakota	333	350	50	733
Tennessee				No report
Texas	570	25	34	629
Utah	641	92		733
Vermont	48			48
Virginia	1,958	491	274	2,723
Washington	2,943	5,837		8,780
West Virginia	52	0	441	493
Wisconsin				No report
Wyoming	583	375	30	988
Total accessions in FY2006 by all state archives (43 of 51 reporting)	38,913	20,596	3,738	94,352

Table 2.4a Electronic records held by state archives at the close of FY2006

The following state archives indicate that they have accessioned electronic records in some form. The quantity and storage media used vary greatly.

State Archives	Quantity of electronic records accessioned as of the close of FY2006
Alabama	12 gold compact discs of state agency websites and 4 full sets of websites for 120 state agency, college, and university websites gathered and stored by the Internet Archive.
Arizona	Volume of current holdings: Harvesting webpages In concert with the Law and Research Library Division that are stored on DAT tapes with limited access, 900 GBs to date. Also share custody with Library of 1,736 born-digital state reports hosted on and stored in CONTENTdm. Archives holds several hundred born-digital photographs and several electronic collections as well. Note: A "Digital Government Cluster" made up of staff from the Records Management Division, the State Archives, and the Law and Research Library, as well as a created position in the agency Director's Office entitled Director of Digital Government Informa-tion, works on best practices for agency digital storage, preservation, and access.
California	Less than 25 cubic feet.
Connecticut	310 VHS videotapes, 55 audiotapes, 8 microcassettes, 2 DDs
Delaware	Audio, video, phonograph, and images; total of 736 cubic feet stored in archival containers, maintained and remastered as needed. Less than 1 cubic foot of electronic data (unknown MB); primarily state publications plus a smattering of agency records.
Florida	6,155 megabytes of Department of State executive offices, including email, Word documents, etc., plus miscellaneous disks in a few other collections.
Georgia	912 compact discs. First records now being added to Digital Archives servers.
Indiana	Miscellaneous records on compact discs, i.e., governor's email, state website backups, etc.
Kansas	The KHS has ingested 87 items into the Kansas State Publications Archival Collection (kspace.org) pilot digital repository. Most of these items are annual reports and special reports to the legislature that, in a Web-based environment, represent a gray area between state government publications and state government records.
Kentucky	70,000 files, or approximately 48 gigabytes.
Louisiana	Less than 50 kilobytes.
Maine	10 geographic information systems data layers.
Maryland	Amount of electronic data imaged: 65,000 gigabytes. Number of database records managed: 6,191,225
Michigan	Under 200 compact discs.
Minnesota	Approximately 2 terabytes.
Mississippi	404 gigabytes.
New York	Seven series of archival datasets and 15 gigabytes of electronic records commingled with paper records.
North Carolina	Governor's Office correspondence (6.38 gigabytes).
North Dakota	Does not have accurate measure. Minor amount of data; volume is in video and sound.
Ohio	441 floppy disks; 64 zip disks; 99 compact discs.
Pennsylvania	Approximately 1,000 compact discs/DVDs which represent use copies of scanned archival records.
South Carolina	10,000 audio tapes; 50 video tapes and compact discs; 3 databases.
South Dakota	2 cubic feet.

Utah	Details not provided.
Virginia	154 megabytes; 706 compact discs; 32 websites.
Washington	7 terabytes.
Wyoming	110 compact discs; 214 optical disks; 55 IBM cartridges.

Table 2.4b State archives indicating that they had not accessioned any electronic records as of the close of FY2006

Arkansas	Idaho	Nebraska*	Oklahoma
Colorado	Illinois	Nevada	Tennessee
District of Columbia	Iowa	New Hampshire	Texas
Hawaii	Missouri	New Jersey	Vermont
	Montana	New Mexico	West Virginia

*Nebraska indicated that it would be accessioning electronic records soon.

Table 2.4c State archives not indicating the status of their accessioning activities re: electronic records during FY2006

Alaska	Oregon	Rhode Island	Wisconsin
Massachusetts			

Table 2.5 Extent of state archives holdings in specific functional areas of state government (FY2004) Rankings: 4 (comprehensive); 3 (substantial); 2 (adequate); 1 (minimal); 0 (none)

State	Agriculture	Commerce, business reg	Community development	Corrections	Education	Elections	Environment	Finance	Government administration	Government services	Health	Human rights	Labor	Land	Law	Military	Public safety	Public utilities	Public welfare	Recreation	Transportation
Alabama	2	1	2	2	2	3	1	2	4	1	1	1	1	3	1	2	1	2	1	1	1
Alaska	1	3	3	3	4	4	3	4	4	4	4	3	3	4	4	3	3	3	3	3	4
Arizona	1	3	1	2	1	3	1	2	2	2	1	1	1	3	3	2	1	3	1	1	2
Arkansas	2	1	2	2	3	3	1	1	3	2	2	2	1	3	3	4	2	2	1	2	2
California	4	2	1	4	4	4	2	2	2	2	2	1	2	2	4	2	2	4	4	2	4
Colorado	2	3	1	3	3	3	2	3	4	4	3	2	2	4	3	3	2	2	2	2	2
Connecticut	3	3	2	4	3	3	4	3	4	4	4	3	3	4	4	4	3	3	3	2	3
Delaware	1	2	1	2	3	2	2	2	2	2	3	1	1	3	4	2	2	2	3	2	3
Dist of Columbia	0	2	2	2	1	1	1	4	4	4	2	2	2	4	4	0	3	3	3	2	2
Florida	3	2	1	1	3	3	2	2	2	1	2	1	2	3	4	3	1	1	1	1	2
Georgia	1	2	2	2	2	4	2	2	1		2		1	4	2	2	1	2	1	1	2
Hawaii	3	4	1	1	4	1	1	2	4	2	2	0	3	4	3	1	2	2	2	1	2
Idaho	1	1	1	2	2	2	1	1	1	1	1	2	1	1	2	1	1	4	1	1	1
Illinois	3		1	3	3	4	1	3	3	3	3	1	2	3	4	3	2	2	3	2	3
Indiana	2	2	2	3	2	3	2	2	3	3	2	2	2	3	2	3	2	1	3	1	2
Iowa	1	2	1	1	1	3	3	2	3	1	2	1	1	3	3	3	1	2	1	1	2
Kansas	2	3	1	4	3	4	3	1	1	1	2	2	2	3	3	3	2	1	1	2	1
Kentucky	1	1	1	3	2	1	3	2	4	3	2	1	1	2	2	2	1	1	1	1	2
Louisiana	2	3	1	1	2	4	3	2	3	2	2	1	1	1	3	3	1	2	1	1	2
Maine	2	1	1	1	1	4	3	1	4	2	1	0	1	4	4	4	2	4	1	1	3
Maryland	2	2	2	2	2	3	2	1	2	2	2	2	2	4	4	2	2	3	3	2	3
Massachusetts	1	3	2	4	3	4	3	3	4	4	2	2	2	4	4	3	3	2	3	2	2
Michigan	2	3	1	3	2	3	3	1	3	2	2	1	1	4	2	3	2	1	1	3	3
Minnesota	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Mississippi	1	1	2	2	2	3	1	2	2	1	1	1	1	3	3	1	1	2	1	1	2
Missouri	1	1	1	2	1	3	3	2	3	3	3	1	1	3	3	3	1	1	1	2	2
Montana	2	3	2	3	3	1	2	3	3	2	2	1	3	3	3	1	1	3	2	2	3
Nebraska	3	2	2	3	3	4	3	3	4	4	3	1	3	3	4	4	2	3	3	2	3
Nevada	2	2	1	3	2	3	2	3	3	1	1	1	1	2	3	1	1	2	1	2	1
New Hampshire	1	1	1	2	4	4	2	4	4	4	2	2	2	2	4	4	2	2	1	1	4
New Jersey	2	1	1	2	2	4	3	3	3	3	4	2	2	4	3	4	2	1	2	2	3
New Mexico	1	3	2	3	2	4	2	3	3	4	2	2	2	4	3	3	2	3	2	2	3
New York	2	2	2	4	2	1	3	2	3	3	3	2	2	3	4	4	2	1	3	1	2
North Carolina	2	2	1	3	3	3	2	2	3	2	3	2	2	4	4	3	1	3	2	3	2
North Dakota	3	3	1	4	4	3	2	2	3	3	3	3	3	3	2	2	3	3	1	1	4
Ohio	2	3	3	3	2	1	3	3	3	3	3	2	2	4	3	3	2	3	3	3	3
Oklahoma	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	1	2	2	2
Oregon	3	2	1	2	2	2	4	2	3	2	2	2	2	3	4	3	2	2	2		3
Pennsylvania	2	3	2	3	1	3	3	2	2	2	3	1	3	3	2	3	1	3	2	2	3
Rhode Island	3	3	2	3	1	3	3	1	1	1	1	1	3	1	4	3	1	1	1	1	3
South Carolina	1	1	1	3	3	1	1	1	3	3	2	1	1	3	3	3	2	1	2	1	1
South Dakota	2	2	1	2	4	1	2	2	4	4	2	1	2	2	2	2	2	2	2	2	4
Tennessee	3	2	2	4	3	4	2	3	4	2	2	1	2	4	3	4	2	2	2	2	3
Texas	1	1	1	3	1	3	2	3	2	1	1	1	1	2	3	3	2	2	1	2	1
Utah	1	4	2	4	2	3	3	2	2	3	3	2	2	2	3	3	3	2	3	2	3
Vermont	1	1	1	1	1	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Virginia	1	2	2	2	2	2	2	1	1	1	2	1	1	2	2	2	2	2	2	2	2
Washington	3	4	2	3	3	4	3	2	4	3	3	3	2	4	4	2	3	4	3	4	4
West Virginia	1	1	1	3	3	3	2	2	2	2	2	1	2	3	2	3	2	3	1	3	3
Wisconsin	4	3	2	3	3	4	3	2	3	3	3	3	3	2	3	3	2	3	3	2	2
Wyoming	3	4	2	4	4	3	2	2	4	3	2	2	2	3	4	2	2	3	2	3	2
Mean value	1.92	2.18	1.55	2.63	2.43	2.90	2.25	2.18	2.84	2.37	2.22	1.53	1.84	2.96	3.06	2.59	1.84	2.24	1.92	1.78	2.45

Table 2.6 Volume of records held in state records centers at the close of FY2006.

State	Linear/cubic feet of records held in state records centers			
	State govt records	Local govt records	Nongovt records	Total volume
Alabama	36,134	NA	NA	36,134
Alaska	No report			
Arizona	235,441			235,441
Arkansas			No records center	
California	721,590			721,590
Colorado	Nonpermanent records are held in state archives facility			
Connecticut	68,082			68,082
Delaware	49,109	1,168	0	50,277
Dist of Columbia		67,000		67,000
Florida	290,406	947	0	291,353
Georgia	184,229	0	0	184,229
Hawaii	43,682			43,682
Idaho	No report			
Illinois	106,535	0	0	106,535
Indiana	172,088	374	0	172,462
Iowa	62,530			62,530
Kansas	51,626	0	0	51,626
Kentucky	177,272	NA	177,272	354,544
Louisiana	39,116			39,116
Maine	57,430			57,430
Maryland	151,507	0	0	151,507
Massachusetts	194,000			194,000
Michigan	366,018			366,018
Minnesota			No records center	
Mississippi	49,892	0	0	49,892
Missouri	283,031			283,031
Montana	40,000			40,000
Nebraska	No report			
Nevada	47,168	0	0	47,168
New Hampshire	60,642			60,642
New Jersey	195,522	0	0	195,522
New Mexico	97,498	0	0	97,498
New York	235,000			235,000
North Carolina	150,298	7,600	1,100	158,998
North Dakota			No records center	

Table 2.6 cont. Volume of records held in state records centers at the close of FY2006

Linear/cubic feet of records held in state records centers				
State	State govt records	Local govt records	Nongovt records	Total volume
Ohio				No report
Oklahoma	66,865	0	0	66,865
Oregon				No report
Pennsylvania	251,118			251,118
Rhode Island				No report
South Carolina	67,066			67,066
South Dakota	11,774	0	0	11,774
Tennessee	120,945			
Texas	374,618			374,618
Utah	105,491	2,560		108,051
Vermont				No report
Virginia	82,240	5,511	0	87,751
Washington	268,500			268,500
West Virginia				No report
Wisconsin	234,551			234,551
Wyoming	35,433	0	0	35,433
Total, all states	5,784,447	85,160	178,372	6,047,979

3. Preservation of the record

This section contains data on factors that contribute to the physical preservation and protection of records in all media.

Preservation planning

Table 3.1 Status of long-range preservation planning in state archives and records management programs at close of FY2004

Digital preservation planning

Table 3.2 Status of digital plans and digital preservation plans in state archives and records management programs at close of FY2004

Disaster and emergency planning

Table 3.3 Status of written disaster plans for the state archives, FY2004, with significant changes noted for 2006

Facilities and environmental controls

Table 3.4 State archives buildings: construction, renovation, and capacity

Table 3.5 Environmental controls in place in state archives buildings

Table 3.6 Security measures in place in state archives buildings

Preservation planning

Table 3.1 Status of long-range preservation planning in state archives and records management programs at close of FY2004

State	Agency preservation plan in place?	Is plan up to date?	When updated?
Alabama	No, but one is in development		
Alaska	No, but included in overall plan		
Arizona	No, but one is in development		
Arkansas	No		
California - A	No, but included in overall plan		
California - RM	No		
Colorado	No, but included in overall plan		
Connecticut	No		
Delaware	Yes	No	1993
Dist of Columbia	No, but one is in development		
Florida	No		
Georgia	No		
Hawaii	No, but included in overall plan		
Idaho - A	Yes	No	2003
Idaho - RM	Yes	Yes	
Illinois	Yes	Yes	2001
Indiana	No, but included in overall plan		
Iowa	No, but included in overall plan		
Kansas	No, but included in overall plan		
Kentucky	Yes	No	2000
Louisiana	No, but included in overall plan		
Maine	Yes	Yes	1995
Maryland - A	No, but included in overall plan		
Maryland - RM	No		
Massachusetts	Yes	No	2000
Michigan	No		
Minnesota	Yes	Yes	2004
Mississippi	No, but one is in development		
Missouri	Yes	No	1998
Montana	No		
Nebraska - A	No, but included in overall plan		
Nevada	Yes	No	1996
New Hampshire	No, but included in overall plan		
New Jersey	No, but one is in development		

Table 3.1 cont. Status of long-range preservation planning in state archives and records management programs at close of FY2004

New Mexico	No, but one is in development		
New York	Yes	Yes	2004
North Carolina	No, but included in overall plan		
North Dakota - A	No, but one is in development		
North Dakota - RM	No		
Ohio - A	Yes	Yes	2000
Oklahoma	Yes	No	2002
Oregon	Yes	No	1995
Pennsylvania	No		
Rhode Island	Yes	No	1996
South Carolina	Yes	No	2001
South Dakota - A	No		
South Dakota - RM	No		
Tennessee - A	No, but included in overall plan		
Tennessee - RM	No, but one is in development	No	
Texas - A	No		
Utah	Yes	No	2001
Vermont - A	No, but included in overall plan		
Vermont - RM	No		
Virginia	No, but included in overall plan		
Washington	No, but included in overall plan		
West Virginia - A	No		
Wisconsin - A	Yes	No	2002
Wyoming	No, but included in overall plan		

Digital preservation planning

Table 3.2 Status of digital plans and digital preservation plans in state archives and records management programs at close of FY2004

State	Have a digital plan and a digital preservation plan?	What criteria do you use to determine what will be digitized?
Alabama	No, but one is in development	Use, fragility, and value are all factors used to determine which items will be digitized from our collections. The one exception is materials from our photograph collection. The scanning plan for photographs is tied to patron requests for copies. If a patron requests a copy of a photograph that we have not yet scanned, every item in the folder with the requested item is scanned at that time.
Alaska	No, but one is in development	Greatest use; fragility of documents.
Arizona	No, but one is in development	For archives, photographs are the first priority; documents digitized on demand.
Arkansas	No	
California (A)	No	
California (RM)	Yes	Have guidelines for digital preservation, but the individual agencies are responsible. High or simultaneous use are two of the factors in determining what will be digitized.
Colorado	No	
Connecticut	No	
Delaware	No	
Dist of Columbia	No	
Florida	No	Digitization is for ease of access; fragile but highly requested items are digitized and put online. Preservation consists of migrating and backup.
Georgia	No, but one is in development	1. Reference frequency. 2. Fragility/condition. 3. Research value.
Hawaii	No	Condition of material and extent of use.
Idaho (A)	No	Digitize for access, not long-term preservation
Idaho (RM)	No	
Illinois	No	
Indiana	No, but one is in development	We are still in the planning stage for this determination.
Iowa	No	
Kansas	No, but one is in development	
Kentucky	No, but one is in development	Use statistics and research needs, volume, agency requests, availability of funds.
Louisiana	No	Total retention requirement and demand for retrieval.
Maine	Yes	User demand, actual or anticipated.
Maryland (A)	Yes	Legal, historical, and administrative value of the records and available funding.

Table 3.2 cont. Status of digital plans and digital preservation plans in state archives and records management programs at close of FY2004

State	Have a digital plan and a digital preservation plan?	What criteria do you use to determine what will be digitized?
Massachusetts	No	
Michigan	No	Size of project; is goal achievable; is it sustainable; effective use of technology; does it meet users' needs; ability to produce a technically sound, well-described, cost-effective product.
Minnesota (A)	Yes	Public access
Mississippi	Yes	Ownership, copyright, use, condition, and format
Missouri	No, but one is in development	Retention, use of original, fragility of original
Montana (A)	No, but one is in development	
Nebraska (A)	Yes	High use and/or fragile collections.
Nevada	No	Many items are digitized when requested, when used in digital exhibits, or when there are increasing requests for digital copies of a particular record series or format.
New Hampshire	No	Degree of access desired
New Jersey	No, but one is in development	The reporting agency launched its imaging service during FY 2004 with very limited workflow by the end of the year due to hardware and software issues. Imaging will be based on the need of client agencies. Some digitization or photographic collections have been done in the state archives.
New Mexico	Yes	Demand for access.
New York	No, but one is in development	High past or anticipated use; historical significance; seminal item/collection or exemplar; clear ownership or copyright; high educational, exhibit, or publication value; relevance to special project theme.
North Carolina	No, but one is in development	Condition of material; public demand for material funding; resource criteria; funding available for specific projects.
North Dakota (A)	No	Digitize on demand; photos also digitized on project basis.
North Dakota (RM)	No	Volume and use.
Ohio (A)	Yes	Historical significance: collections or items should represent experiences that are either common to all Ohioans or unique to a specific local community, and that reflect one or more of the subject categories. Scanning potential: suitability for digitization is evaluated in terms of image quality and physical condition. Complementary value: materials will be selected that best complement collections to present a balanced view of state history. Ownership and copyrights: the institution must hold property rights to the collection or item and make it available to the public for research. Items that violate copyright restrictions will not be accepted without the permission of the holder of the copyright.

Table 3.2 cont. Status of digital plans and digital preservation plans in state archives and records management programs at close of FY2004

State	Have a digital plan and a digital preservation plan?	What criteria do you use to determine what will be digitized?
Ohio (RM)	No	It is left up to the individual agencies to make that determination. RM staff only provides guidance to the agencies.
Oklahoma	Yes	The Archives and Records Commission rules govern the minimum standards in which records may be digitized. State agencies must request from the ARC the types of records to be digitized. The ARC may either grant or deny the agencies' requests. To date all records may be digitized, but not all hard copy records may be destroyed. State agency Records Management Disposition Schedules and the General Records Disposition Schedules reflect the current minimum requirements.
Oregon	No	Public interest.
Pennsylvania	No	In the archives, images are created in response to patron requests and also based on potential/actual usage. State Records Center digitizes records for agencies based on the records retention schedules.
Rhode Island	No, but one is in development	
South Carolina	Yes	Whether records are indexed on the Online Records Index, potential research interest and use.
South Dakota (A)	No	Records that are used most often and records that are in poor condition.
South Dakota (RM)	No	Agencies decide what to scan.
Tennessee (A)	No, but one is in development	Researcher demand, legal/evidentiary value of collections, physical condition.
Tennessee (RM)	Yes	We look at (1) the high frequency of retrievals and (2) the length of the retention of the records is a crucial standard.
Texas	No	Frequency of use/demand and condition of materials.
Utah	No, but one is in development	Use, preservation issues (to enable less handling of documents during access), and ability to be digitized.
Vermont (A)	No	If a record(s) are likely to be subject to frequent requests we may digitize document upon first request and hold image; gubernatorial inaugural addresses are an example.
Vermont (RM)	No	Individual agencies determine what they would like to digitize. We provide guidance and the actual service.
Virginia	No, but one is in development	Patron demand, research value, availability of original.
Washington	Yes	Customer use and demand, fragility, age.
West Virginia	No	Legislative mandate.
Wisconsin (A)	No, but one is in development	(1) User demand, (2) potential for revenue generation.
Wyoming	No	On a limited basis, if quick access is needed and it is easier to access or transmit the information or record, we will scan/digitize the needed information.

Table 3.3 Status of written disaster plans for the state archives, FY2004, with significant changes noted for 2006

State	Program	Did ARM have a written disaster plan in 2004? Significant changes between 2004 and 2006 are noted.
Alabama	ARM	2004: No, being developed
Alaska	ARM	Yes
Arizona	ARM	Yes
Arkansas	A	Yes
California	A	Yes
Colorado	ARM	Yes
Connecticut	ARM	2004: No 2006: Minimal plan reported
Delaware	ARM	Yes
Dist of Columbia	ARM	No, being developed
Florida	ARM	Yes
Georgia	ARM	2004: No, being developed 2006: Up-to-date written plan in place
Hawaii	ARM	Yes
Idaho	A	Yes
Illinois	ARM	Yes
Indiana	ARM	2004: No, being developed 2006: Up-to-date written plan in place
Iowa	ARM	Yes
Kansas	ARM	Yes
Kentucky	ARM	Yes
Louisiana	ARM	2004: No, being developed 2006: Up-to-date written plan in place
Maine	ARM	Yes
Maryland	A	No, but included in overall agency plan
Massachusetts	ARM	Yes
Michigan	ARM	Yes
Minnesota	A	Yes
Mississippi	ARM	Yes
Missouri	ARM	Yes
Montana	A	Yes
Nebraska	A	Yes
Nevada	ARM	Yes
New Hampshire	ARM	2004: No, but included in overall agency plan 2006: Primary archival facility undergoing major renovation; no plan in place

Table 3.3 cont. Status of written disaster plans for the state archives, FY2004, with significant changes noted for 2006

State	Program	Did ARM have a written disaster plan in 2004? Significant changes between 2004 and 2006 are noted.
New Jersey	ARM	Yes
New Mexico	ARM	Yes
New York	ARM	Yes
North Carolina	ARM	Yes
North Dakota	A	Yes
Ohio	A	Yes
Oklahoma	ARM	Yes
Oregon	ARM	Not reported
Pennsylvania	ARM	Yes
Rhode Island	ARM	Yes
South Carolina	ARM	Yes
South Dakota	A	Yes
Tennessee	A	Yes
Texas	A	Yes
Utah	ARM	Yes
Vermont	A	Yes
Virginia	ARM	Yes
Washington	ARM	Yes
West Virginia	A	2004: No 2006: Minimal plan reported
Wisconsin	A	Yes
Wyoming	ARM	No, but included in overall agency plan

Facilities and environmental controls

Table 3.4 State archives buildings: construction, renovation, and capacity, FY2006
(sorted according to current storage capacity status)

State	Year completed	Years renovated	Records storage floor space (sq ft)	Total storage capacity (cu ft)	Percent now occupied	% archival holdings stored outside of main facility	Plans for construction or renovation, including year if applicable
Already full to capacity							
Arizona	1919	1938	3,780	3,578	100%	75%	New building started in Dec 2006; completion in June 2008.
Connecticut	1910	late 1960's			100%	66%	State Library building is run by the Judicial Department. Currently we lease offsite storage a mile from the CSL. State Librarian has formed a building committee.
District of Columbia		1988–1990	24,000	55,000	100%	50%	Major renovation or addition in 2007.
Idaho	1998	2005	29,650	54,000	100%	27%	Pending approval and/or funding.
Iowa	1987			32,181	100%	3%	Have relocated some permanent archival records to the State Records Center, which has environmental controls.
Kentucky	1982			100,000	99%	None	Pending approval and/or funding.
Missouri	1991		74,688	189,446	99%	60%	Records Center Campus pending approval and appropriation.
Montana	1953	1985	13,175	25,600	99%	10%	We are currently in negotiations regarding purchase. No plans final, no dates set. (state archives).
New Hampshire	1962	1974, 1989, 1997, 2006	11,000	58,500	100%	3%	Major renovation or addition to be completed in late 2006.
New Jersey	1964	2000	13,848	28,000	94%	21%	Pending approval and/or funding. Space shared with other SOS agencies.
New York	1975	2004	56,144	80,000	100%		Pending approval and/or funding.
North Dakota	1981	2006-2007	15,000	41,000 (includes publications)	98%	17%	Major renovation or addition in 2006.
Ohio	1971		29,959	35,000	96%	3%	Pending approval and/or funding.
Texas	1962		22,000	70,500	100%	40%	Major renovation or addition in 2007.
Vermont	1890	1983	824	1,500	100%	64%	\$650,000 was appropriated in FY2006 for designing a new archives and research facility in FY2007.
Washington	1963	1991	34,091	81,217	98%	46%	Pending approval and/or funding.

Table 3.4 cont. State Archives Buildings: construction, renovation, and capacity, FY2006
(sorted according to current storage capacity status)

State	Year completed	Years renovated	Records storage floor space (sq ft)	Total storage capacity (cu ft)	Percent now occupied	% archival holdings stored outside of main facility	Plans for construction or renovation, including year if applicable
Will be full within 5 years							
Arkansas	1979	2006	12,000		90%	None	Renovation currently under way. Additional records storage space has also been acquired in FY2007.
Colorado	1976		24,100	81,000	92%	17%	None.
Delaware	1938	2000	24,751	95,000	95%		Expect to move non-permanent records center operation out of the facility. Archives will then have about 10 years' more space.
Hawaii	1953	1984, 1998, 2006	13,555	13,700	75%		CIP budget request proposed for new building for FY09–10. Dependent on approval/funding.
Indiana	1967	2001	27,471	55,000	99%	50% (unprocessed records)	Developing architectural plans to identify the costs, needs, etc., for a permanent archives facility.
Maine	1971		22,000	33,300	97%	None	Task force headed by the Secretary of State is now considering expansion and renovation.
Maryland	1986			331,556	83%	50%	Pending approval and/or funding.
Massachusetts	1986		60,000	260,000 (includes records center)	98%	None	None.
Michigan	1989		26,100	70,000	86%	None	In 2007, pending approval and/or funding.
Nebraska	1930	1994–1996	26,060		98%	Government records are stored in rented space, as described herein. All other archival collections (manuscripts, photos, etc) are stored in our headquarters building.	Pending approval and/or funding. If appropriation is received, an additional 925 sq. ft. will be renovated in 2007. Additional appropriation is being requested to renovate an entire floor, approximately 16,000 sq. ft. This would begin in 2007 or 2008 if received.
Oklahoma	1973		13,770	27,344	94%	36%	None.
Pennsylvania	1964		46,980	68,500	95%	None	New building in 2008.
South Carolina	1998		24,405	39,000	81%	None	Will microfilm modern records; deaccession from holdings; and reconfigure existing or add new shelving.
South Dakota	1989		11,775	24,628	75%	30%	In 2011, pending approval and/or funding.
Tennessee	1952	1986, 1989	33,900	35,000	90%	None	New building in 2008.
West Virginia	1976		22,994	27,483	90%		None.
Wyoming	1960		8,358	36,540	93%	8%	Pending approval and/or funding.

Table 3.4 cont. State Archives Buildings: construction, renovation, and capacity, FY2006
(sorted according to current storage capacity status)

State	Year completed	Years renovated	Records storage floor space (sq ft)	Total storage capacity (cu ft)	Percent now occupied	% archival holdings stored outside of main facility	Plans for construction or renovation, including year if applicable
Will be full within 5 to 10 years							
Alabama	1940	1970–1971, 2002–2005	44,146		75%	None	None.
Florida	1976		50,000	60,000	84%		None.
Kansas	1995		55,869	71,808	80%	None	None.
Louisiana	1987	2005	60,946	130,000	70%	None	Possibly through SCR 14 of the 2006 Legislature.
North Carolina	1968	2006–2007	12,000	90,000	83%	73%	Major renovation to be completed in 2007. Space shared with state library and other branches.
Virginia	1997		62,340	30,000	85%		None.
Will not be full for at least 10 years							
California	1995		110,500	140,483	67%	None	None.
Georgia	2003		71,759	257,125	27%	None	None.
Illinois	1938		62,102	70,500	79%		None.
Minnesota	1992		185,200 (all collections)			Negligible	The MHS has unfinished space in the building designated for storage, which would app. double storage capacity, but the space lacks shelving and an HVAC system. We have contingency plans to use the space if necessary.
Mississippi	2003		41,039	94,800	25%	26%	Pending approval and/or funding.
Nevada	1992	1996	10,320			None	None.
New Mexico	1998	2005	80,000	125,000	68%	20%	None.
Utah	2004		51,000	50,000	52%	6%	None.

Table 3.5 Environmental controls in place in state archives buildings, FY2004

State	Environmental controls in primary state archives facility						Standards these controls are designed to meet			Other standards or environmental controls applied
	Year-round temperature controls	Year-round humidity controls	Fire detection	Fire suppression	Water detection	Pest control	No stds applied	ANSI	NFPA	
Alabama	75%	75%	100%	100%	0%	100%		X	X	Bill Lull's HVAC standards.
Alaska	70%	80%	95%	95%	90%	90%		X	X	
Arizona	95%	0%	100%	100%	0%	100%			X	
Arkansas	100%	100%	100%	0%	100%	100%	X			
California	100%	100%	100%	100%	100%	100%	X	X		
Colorado	100%	100%	100%	100%	100%	100%			X	
Connecticut	50%	0%	50%	0%	0%	100%				Fire safety code as written by the Office of the State Fire Marshall.
Delaware	100%	100%	100%	100%	0%	100%		X	X	
Dist of Columbia	75%	75%	100%	100%	45%	15%	X			
Florida	100%	100%	100%	10%	0%	100%		X	X	Professional organizations and associations, AIC.
Georgia	100%	100%	100%	100%	0%	100%		X	X	
Hawaii	100%	100%	100%	100%	0%	0%			X	
Idaho	100%	100%	100%	100%	0%	0%		X	X	
Illinois	100%	100%	100%	0%	5%	0%	X			
Indiana	20%	20%	100%	20%	0%	0%		X		
Iowa	100%	100%	100%	100%	0%	100%			X	
Kansas	100%	100%	100%	100%	100%	100%				
Kentucky	100%	100%	100%	100%	0%	100%			X	
Louisiana	100%	100%	100%	100%	100%	100%		X	X	
Maine	100%	100%	100%	100%	100%	2%		X	X	
Maryland	68%	68%	100%	100%	50%	100%		X		
Massachusetts	100%	100%	100%	100%	100%	100%		X	X	
Michigan	100%	100%	100%	100%	0%	0%		X	X	
Minnesota	100%	100%	100%	100%	100%	100%		X		
Mississippi	100%	100%	100%	100%	100%	100%		X	X	

Table 3.5 cont. Environmental controls in place in state archives buildings, FY2004

State	Environmental controls in primary state archives facility						Standards these controls are designed to meet			Other standards or environmental controls applied
	Year-round temperature controls	Year-round humidity controls	Fire detection	Fire suppression	Water detection	Pest control	No stds applied	ANSI	NFPA	
Missouri	100%	100%	100%	100%	0%	0%				
Montana	100%	100%	100%	100%	0%	0%			X	
Nebraska	100%	100%	0%	100%	0%	0%		X		
Nevada	100%	100%	100%	100%	50%	0%			X	State regulations for records storage established by this agency.
New Hampshire	50%	50%	100%	50%	0%	100%		X	X	
New Jersey	100%	100%	100%	100%	93%	0%		X	X	
New Mexico	100%	100%	100%	100%	100%	75%		X		The state archives is an affiliated archives of the National Archives and must meet NARA standards.
New York	100%	100%	100%	100%	100%	100%		X	X	
North Carolina	75%	75%	100%	0%	0%	100%			X	
North Dakota	100%	100%	100%	100%	100%	100%	X			
Ohio	100%	100%	100%	0%	0%	0%		X	X	Best attainable within system limits.
Oklahoma	100%	0%	0%	100%	0%	0%			X	Oklahoma state fire marshal's current rules and regulations according to state statute.
Oregon	100%	100%	100%	100%	100%	100%		X	X	
Pennsylvania	100%	100%	100%	10%	0%	0%			X	
Rhode Island	100%	75%	100%	100%	50%	0%			X	
South Carolina	100%	100%	100%	100%	0%	0%			X	
South Dakota	100%	100%	100%	100%	0%	100%		X		
Tennessee	30%	30%	100%	0%	0%	100%		X		
Texas	100%	0%	100%	100%	0%	100%			X	
Utah	100%	100%	100%	100%	0%	0%		X	X	
Vermont	100%	100%	100%	100%	100%	0%			X	
Virginia	100%	100%	100%	100%	0%	100%			X	

Table 3.5 cont. Environmental controls in place in state archives buildings, FY2004

State	Environmental controls in primary state archives facility						Standards these controls are designed to meet			Other standards or environmental controls applied
	Year-round temperature controls	Year-round humidity controls	Fire detection	Fire suppression	Water detection	Pest control	No stds applied	ANSI	NFP A	
Washington	100%	100%	100%	0%	0%	100%		X	X	
West Virginia	100%	100%	50%	0%	0%	0%	X		X	
Wisconsin	100%	100%	100%	0%	9%	100%	X			
Wyoming	10%	10%	100%	100%	10%	0%			X	All of our archival storage areas have UV filter tubes on the fluorescent lights. We also have ceiling fans to help circulate the air.
# at 100%	40	37	46	37	14	28				
# at 0%	0	4	2	9	28	19				
# using no stds							7			
# using ANSI								26		
# using NFPA									35	

Table 3.6 Security measures in place in state archives buildings, FY2004 (number of states)

	Public use areas/ reading rooms	Stacks	Staff work areas
Registration (sign in)	51	11	3
ID cards for staff	39	37	34
ID cards for visitors	18	7	10
Metal detectors	1	0	0
Security cameras	31	14	10
Lockers	44	2	6
Manual locks	35	30	31
Card key locks	19	24	25

4. Access to and use of the record

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

- Table 4.1 Number of requests received for information about or to use archival records in reporting period, FY2006
- Table 4.2 Number of requests for information about and/or access to archival holdings received by state archives through “person-to-person” contact, i.e., surface mail, email, telephone, in-person, during 1994, 2004, and 2006
- Table 4.3 Comparison of website activity for states reporting in both FY2004 and FY2006
- Table 4.4 Estimates of the percentage of total usage of government records holdings, by purpose
- Table 4.5 Percentage of total state archives holdings currently described at the following levels (FY2004)
- Table 4.6 State archives collections online: *Directory of Digital Collections, Virtual Exhibits, and State Memory Projects*
- Table 4.7 *Directory of Primary Sources from State Archives Designed for Use in the Classroom*

Table 4.1 Number of requests received for information about or to use archival records in reporting period, FY2006

State	Regular mail	Electronic mail	In person	Telephone	Total person-to-person	Unique visitors to website	Total-traditional & Web
Alabama	657	2,145	5,278	4,450	12,530	1,223,953	1,236,483
Alaska							No report
Arizona	77	1,523	8,300	9,249	19,149	168,995	188,144
Arkansas	2,000	100	6,500	1,000	9,600	3,500,000	3,509,600
California	1,962	No report	3,993	5,555	11,510		11,510
Colorado	2,400	5,100	3,800	3,700	15,000		15,000
Connecticut	470	617	3,247	3,400	7,734		7,734
Delaware	1,141	6,020	5,062	1,666	13,889	353,425	367,314
Dist of Columbia	2,120	283	5,239	3,872	11,514		11,514
Florida	330	1,581	4,850	3,368	10,129	1,802,352	1,812,481
Georgia	1,235	2,400	9,194	5,122	17,951		17,951
Hawaii	32	365	6,660	3,632	10,689		10,689
Idaho	454	341	588	3,845	5,228	557,745	562,973
Illinois	7,977	2,890	3,120	12,166	26,153	16,779,252	16,805,405
Indiana	2,662	7,842	2,797	6,736	20,037		20,037
Iowa	312	63	871	354	1,600		
Kansas	694	1,803	7,802	2,548	12,847	5,133,988	5,146,835
Kentucky	5,738	200	3,675	2,852	12,465	300,000	312,465
Louisiana	6,744		6,165	14,494	27,403		27,403
Maine	3,704	2,355	2,400	3,704	12,163		12,163
Maryland	21,605	4,596	7,621	10,035	43,857	156,798,582	156,842,439
Massachusetts	23,000	6,500	13,000	13,500	56,000	1,200	57,200
Michigan	1,100	2,000	2,600	2,400	8,100	368,563	376,663
Minnesota	3,052	included in regular mail	29,538	6,700	39,290	6,658,433	6,697,723
Mississippi	2,227	1,738	7,925	5,315	17,205	20,739	37,944
Missouri	9,831	7,935	24,930	7,495	50,191	11,737,158	11,787,349
Montana	932	1,276	3,469	1,943	7,620		7,620
Nebraska	1,151	1,727	5,474		8,352	574,553	582,905
Nevada	5	880	210	2,524	3,619	225	3,844
New Hampshire	538	811	1,524	Unknown	2,873		2,873
New Jersey	2,970	1,750	5,125	3,200	13,045	11,892	24,937
New Mexico	525	900	3,464	400	5,289		5,289

Table 4.1 cont. Number of requests received for information about or to use archival records in reporting period, FY2006

State	Regular mail	Electronic mail	In person	Telephone	Total person-to-person	Unique visitors to website	Total-traditional & Web
New York	2,350	6,775	2,975	14,900	27,000	792,485	27,000
North Carolina	8,523	12,840	9,060	7,038	37,461	937,926	975,387
North Dakota	5,888	included in regular mail	3,574	2,624	12,086	235,191	247,277
Ohio	10,134	5,591	8,974	2,561	27,260	4,588,490	4,615,750
Oklahoma	114	6,066	452	1,460	8,092	363,938	372,030
Oregon							No report
Pennsylvania	1,520	1,500	3,495	3,094	9,609	949,632	959,241
Rhode Island							
South Carolina	1,023	3,502	8,186	3,987	16,698	160,000	176,698
South Dakota	1,076	2,453	2,547	1,868	7,944		7,944
Tennessee	5,311	5,995	14,826	6,548	32,680	84,000	116,680
Texas	2,120	12,482	16,833	1,850	33,285		33,285
Utah	No report	2,942	4,448	4,867	12,257	100,671	112,928
Vermont	612	2,373	408	2,346	5,739	283,609	289,348
Virginia	2,191	4,859	3,314	8,529	17,693	2,043,619	2,062,512
Washington	4,772	4,276	4,369	4,276	17,693	236,520	254,213
West Virginia	1,107	11,405	6,529	1,440	20,481		20,481
Wisconsin							No report
Wyoming	1,324	1,985	993	2,316	6,618		6,618
Totals	155,710	150,785	285,404	245,529	837,428	216,767,136	216,800,565

Table 4.2 Number of requests for information about and/or access to archival holdings received by state archives through “person-to-person” contact, i.e., surface mail, email, telephone, in-person, during 1994, 2004, and 2006

State	1994	2004	2006	% change 1994 to 2006
Alabama	20,098	13,940	12,530	-38%
Alaska	417	370	No report	-100%
Arizona	2,196	18,895	19,149	860%
Arkansas	19,407	8,000	9,600	-41%
California	28,060	12,219	11,510	-59%
Colorado	20,000	16,300	15,000	-25%
Connecticut	1,140	8,822	7,734	-12%
Delaware	5,494	11,322	13,889	153%
Dist of Columbia			11,514	*
Florida	12,690	8,475	10,129	-20%
Georgia	21,892	16,761	17,951	-18%
Hawaii	15,400	10,035	10,689	-31%
Idaho		3,384	5,228	*
Illinois	82,140	12,600	26,153	-68%
Indiana	4,054	11,800	20,037	394%
Iowa	1,203	1,164	1,600	33%
Kansas	22,249	14,322	12,847	-42%
Kentucky	13,179	13,870	12,265	-7%
Louisiana		28,545	27,403	*
Maine	10,329	11,368	12,163	18%
Maryland	22,936	64,144	43,857	91%
Massachusetts	12,285	52,000	56,000	356%
Michigan	5,707	8,828	8,100	42%
Minnesota	37,086	42,639	39,290	6%
Mississippi	20,015	16,776	17,205	-14%
Missouri	20,831	39,170	50,191	141%
Montana	651	7,727	7,620	1071%
Nebraska	8,635	9,434	8,352	-3%
Nevada	1,590	3,770	3,619	128%
New Hampshire		2,968	2,873	*

*Percent change is calculated only for those state that appear to be reporting comparable statistics in 1994 and 2006.

Table 4.2 cont. Number of requests for information about and/or access to archival holdings received by state archives through “person-to-person” contact, i.e., surface mail, email, telephone, in-person, during 1994, 2004, and 2006

State	1994	2004	2006	% change 1994 to 06
New Jersey	7,080	14,139	13,045	84%
New Mexico	8,683	6,692	5,289	-39%
New York	28,316	20,530	27,000	-5%
North Carolina	17,866	33,150	37,461	110%
North Dakota	5,924	11,335	12,086	104%
Ohio	62	27,733	27,260	*
Oklahoma	3,935	3,339	8,092	106%
Oregon	4,114	7,811	No report	*
Pennsylvania	7,398	9,917	9,609	30%
Rhode Island	3,606	8,890	No report	*
South Carolina	17,835	17,278	16,698	-6%
South Dakota	7,041	8,800	7,944	13%
Tennessee	32,188	40,608	32,680	2%
Texas	25,436	36,526	33,285	31%
Utah	2,108	4,300	12,257	481%
Vermont	2,673	5,066	5,739	115%
Virginia	30,218	12,852	17,693	-41%
Washington	2,368	12,795	17,693	647%
West Virginia	19,429	17,694	20,481	5%
Wisconsin	7,684	1,743	No report	*
Wyoming	3,667	6,109	6,618	80%
Totals	647,315	776,955	855,777	110%

*Percent change is calculated only for those state that appear to be reporting comparable statistics in 1994 and 2006.

Table 4.3 Comparison of website activity for states reporting in both FY2004 and FY2006

State	2004		2006	
	Number of unique visitors	Average length of stay (in minutes)	Number of unique visitors	Average length of stay (in minutes)
Alabama	2,274,505	2	1,223,953	2
Arizona	12,977		168,995	—
Arkansas	4,037,000		3,500,000	
Delaware	175,938		353,425	—
Florida	1,287,871		1,802,352	—
Idaho	435,890	10	557,745	10
Illinois	7,203,224		16,779,252	15
Kansas*	5,406	120	5,133,988	12
Kentucky	144,030	12	300,000	15
Maryland	2,319,570		156,798,582	—
Massachusetts	11,887	40	1,200	40
Michigan	96,000		368,563	—
Minnesota	13,741		6,658,433	—
Mississippi	4,221	120	20,739	15
Missouri	3,246,331	3	11,737,158	10
Nebraska	250,148		574,553	—
North Carolina	600,806	4	937,926	4
North Dakota	171,000	11	235,191	—
Ohio	290,858		4,588,490	—
Oklahoma	51,180	9	363,938	10
Pennsylvania	778,000	12	949,632	10
Tennessee	61,000	10	84,000	—
Vermont	69,484	17	283,609	—
Virginia	1,722,000		2,043,619	10
Washington	123,000	4	236,520	6

*KS: FY2004 visitors for Territorial Kansas Online only. FY2006 are visitors to entire site.

Growth in website activity reflected in all reported data

Total visits	25,386,067	215,701,863
Growth		750%

Growth in website activity reflected only in the data that appears to be comparable for both years (shown above in bold)

Total visits	18,759,987	39,254,798
Growth		109%

Table 4.4 Estimates of the percentage of total usage of government records holdings, by purpose, FY2004 (bold indicates values of 33% or more)

State	Administrative use by state government	Genealogy	Local history	Scholarly	Undergrad	K-12 projects	Property, legal	Other
Alabama	5%	70%	10%	10%	5%	0%	0%	0%
Alaska	50%	20%	10%	10%	2%	2%	2%	4%
Arizona	10%	55%	10%	10%	1%	2%	12%	0%
Arkansas	10%	50%	25%	5%	5%	0%	5%	0%
California	10%	20%	5%	10%	5%	0%	50%	0%
Colorado	50%	10%	2%	1%	1%	0%	35%	1%
Connecticut	2%	65%	10%	1%	1%	1%	1%	19%
Delaware	4%	50%	14%	6%	4%	2%	21%	0%
Dist of Columbia	Not reported							
Florida	3%	31%	6%	6%	6%	6%	42%	0%
Georgia	10%	68%	3%	5%	2%	1%	10%	1%
Hawaii	10%	65%	10%	3%	1%	1%	10%	0%
Idaho	*85%	8%	2%	0%	0%	0%	5%	0%
Illinois	5%	70%	2%	5%	5%	1%	10%	2%
Indiana	10%	45%	5%	5%	5%	0%	25%	5%
Iowa	40%	30%	10%	5%	5%	5%	5%	0%
Kansas	20%	60%	5%	5%	2%	5%	2%	0%
Kentucky	10%	40%	5%	5%	0%	0%	40%	0%
Louisiana	10%	80%	2%	1%	1%	0%	5%	0%
Maine	20%	65%	3%	7%	0%	0%	5%	0%
Maryland	15%	60%	3%	2%	0%	0%	15%	5%
Massachusetts	10%	75%	5%	5%	5%	5%	5%	0%
Michigan	10%	60%	8%	15%	1%	1%	5%	0%
Minnesota	0%	45%	23%	2%	0%	16%	2%	9%
Mississippi	1%	70%	10%	10%	3%	1%	4%	1%

Notes:

ID: Administrative use includes use by both state and local governments; a large majority of this use is by local governments.

Table 4.4 cont. Estimates of the percentage of total usage of government records holdings, by purpose, FY2004 (bold indicates values of 33% or more)

State	Administrative use by state government	Genealogy	Local history	Scholarly	Undergrad	K-12 projects	Property, legal	Other
Missouri	30%	40%	10%	10%	2%	2%	5%	0%
Montana	29%	5%	1%	15%	0%	0%	0%	50%
Nebraska	10%	70%	5%	5%	5%	2%	2%	1%
Nevada	35%	10%	25%	6%	2%	2%	30%	0%
New Hampshire	60%	15%	5%	3%	0%	0%	17%	0%
New Jersey	10%	70%	5%	3%	2%	0%	10%	0%
New Mexico	10%	50%	1%	25%	10%	2%	2%	0%
New York	5%	50%	5%	10%	4%	1%	10%	15%
North Carolina	5%	80%	3%	4%	3%	1%	3%	1%
North Dakota	15%	48%	11%	0%	0%	0%	0%	26%
Ohio	5%	75%	0%	10%	5%	0%	5%	0%
Oklahoma	10%	5%	0%	3%	2%	0%	80%	0%
Oregon	25%	50%	2%	1%	2%	0%	20%	0%
Pennsylvania	10%	70%	5%	5%	4%	1%	5%	0%
Rhode Island	20%	50%	5%	5%	5%	5%	10%	0%
South Carolina	5%	80%	5%	5%	0%	0%	5%	0%
South Dakota	20%	60%	5%	5%	0%	0%	10%	0%
Tennessee	15%	45%	10%	15%	5%	5%	5%	0%
Texas	10%	65%	2%	5%	2%	1%	10%	5%
Utah	0%	60%	15%	5%	0%	0%	20%	0%
Vermont	50%	15%	5%	10%	5%	5%	10%	0%
Virginia	3%	54%	5%	18%	2%	1%	6%	11%
Washington	10%	35%	5%	5%	3%	2%	40%	0%
West Virginia	10%	55%	5%	5%	5%	5%	15%	0%
Wisconsin	20%	10%	0%	43%	0%	0%	2%	25%
Wyoming	33%	20%	5%	4%	2%	1%	8%	27%
Mean usage % for each purpose	17%	48%	7%	7%	3%	2%	13%	4%

Table 4.5 Percentage of total state archives holdings currently described at the levels indicated, FY2004

State	Basic: Core descriptions only	Mid-level: include some info about creator & content	Detailed: specialized, in-depth finding aids	Other	Explanation of other levels
Alabama	50%	35%	15%	0%	
Alaska	80%	10%	10%	0%	
Arizona	20%	60%	20%	0%	
Arkansas	60%	0%	40%	0%	
California	35%	60%	5%	0%	
Colorado	24%	65%	10%	1%	
Connecticut	40%	50%	10%	0%	
Delaware	45%	50%	5%	0%	
District of Columbia	98%	1%	1%	0%	
Florida	0%	80%	20%	0%	
Georgia	20%	10%	40%	30%	Includes unprocessed and undescrbed as well as materials identified during recent inventory of holdings.
Hawaii	5%	85%	10%	0%	
Idaho	100%	0%	0%	0%	
Illinois	20%	75%	5%	0%	
Indiana	30%	60%	10%	0%	
Iowa	97%	3%	0%	0%	
Kansas	85%	15%	5%	0%	
Kentucky	30%	30%	40%	0%	
Louisiana	65%	30%	5%	0%	
Maine	8%	90%	2%	0%	
Maryland	5%	0%	95%	0%	
Massachusetts	20%	3%	75%	2%	Box/folder list sent by agency.
Michigan	30%	67%	3%	0%	
Minnesota	0%	95%	5%	0%	
Mississippi	20%	54%	25%	1%	Some recently acquired collections awaiting cleaning and a very few restricted collections are undescrbed.
Missouri	50%	20%	25%	5%	Shelf list and agency transmittal.
Montana	87%	0%	13%	0%	
Nebraska	10%	85%	5%	0%	
Nevada	20%	50%	30%	0%	

Table 4.5 cont. Percentage of total state archives holdings currently described at the following levels

State	Basic: Core descriptions only	Mid-level: include some info about creator & content	Detailed: specialized, in-depth finding aids	Other	Explanation of other levels
New Hampshire	55%	25%	20%	0%	
New Jersey	49%	6%	15%	30%	Materials tallied in "Basic level" include records cataloged into record groups and series titles. Materials tallied in "Other" include unprocessed accessions for which basic descriptions exist (including transferring agency, preliminary series identification, inclusive dates and quantity) as well as, frequently, box lists.
New Mexico	30%	45%	25%	0%	
New York	0%	90%	10%	0%	
North Carolina	0%	50%	20%	30%	This level includes private papers, organization records, and photographs.
North Dakota	32%	35%	33%	0%	
Ohio	50%	35%	10%	5%	Core level: includes agency, record title, and dates.
Oklahoma	89%	10%	1%	0%	
Oregon	20%	55%	25%	0%	
Pennsylvania	33%	40%	27%	0%	
Rhode Island	25%	60%	15%	0%	
South Carolina	65%	20%	15%	0%	
South Dakota	40%	50%	10%	0%	
Tennessee	30%	40%	30%	0%	
Texas	25%	50%	10%	15%	Undescribed or suspect descriptions.
Utah				No report	
Vermont	30%	40%	30%	0%	
Virginia	10%	30%	10%	50%	Unprocessed or extremely rudimentary "accession."
Washington	100%	15%	1%	0%	
West Virginia	50%	45%	5%	0%	
Wisconsin	8%	22%	70%	0%	
Wyoming	0%	85%	15%	0%	
Mean percentage at each level	37%	41%	19%	3%	

**Table 4.6 State archives collections online:
Directory of Digital Collections, Virtual Exhibits, and State Memory Projects**

If you would like to browse the state archives websites listed below, you can find this directory on the CoSA website at http://www.statearchivists.org/arc/education/online_coll.htm to make the process easier.

ALABAMA	<p>Virtual exhibits http://www.archives.state.al.us/tours/virtx.html</p>
ALASKA	<p>Alaska's Digital Archive presents a wealth of historical photographs, oral histories, moving images, documents, and other materials from libraries, museums, and institutions throughout our state. http://vilda.alaska.edu/</p>
ARIZONA	<p>The Cultural Inventory Project (CIP) The CIP includes more than 600 repositories and societies working to preserve Arizona's past and includes descriptions of each repository's mission and collections. It is possible to search for a specific repository or society by name or browse by subject or location. http://cip.lib.az.us</p> <p>The Arizona Memory Project (AMP) The AMP is an on-line repository for digital collections from archives (including the State Archives), libraries, museums, historical societies and other Arizona cultural institutions. http://azmemory.lib.az.us</p> <p>State Archives Digital photograph collections http://photos.lib.az.us</p>
ARKANSAS	<p>Photographs http://www.ark-ives.com/photo/gallery/</p>
COLORADO	<p>Photographs http://www.colorado.gov/dpa/doit/archives/photo/home.htm</p> <p>Tourism Collection http://www.colorado.gov/dpa/doit/archives/tour/index.htm</p>
DELAWARE	<p>Photograph exhibits http://www.state.de.us/sos/dpa/exhibits/photograph/index.shtml</p> <p>Document exhibits http://www.state.de.us/sos/dpa/exhibits/document/index.shtml</p> <p>Maps and audio http://www.state.de.us/sos/dpa/exhibits/misc/index.shtml</p> <p>Digital Archives Access to more than 3,000 separate items from the collection. http://www.state.de.us/sos/dpa/exhibits/exhibits-toc.shtml</p>
FLORIDA	<p>"Highlights of Florida History" is a collection of images of some of the historic documents in the Florida State Archives. These images provide a glimpse of Florida's history and offer an important resource to researchers and students studying Florida. http://www.floridamemory.com/FloridaHighlights/</p> <p>Florida Memory Project The Florida Memory Project utilizes original documents, photographs, and other materials from the collections of the State Archives of Florida. http://www.floridamemory.com/</p>
GEORGIA	<p>Virtual Vault Digital treasures from the Georgia Archives, Office of the Secretary of State. A web-searchable database that contains electronic images related to the history of Georgia. Visitors may search by keyword or browse a list of categories. Categories organize the images into topics, historical periods, geographic areas, record types, and applicability to Georgia's Quality Core Curriculum (QCC). http://www.sos.state.ga.us/archives/Vault/ArcVirtualVault/</p>

**Table 4.6 cont. State archives collections online:
Directory of Digital Collections, Virtual Exhibits, and State Memory Projects**

ILLINOIS	<p>Federal Township Plats of Illinois Searchable database containing information about nearly 550,000 land sales from the 54,740 square miles of the public domain sold within Illinois. Each purchase entry includes the purchaser's name, purchase date, number of acres, price per acre, numeric code indicating the county in which the land is located, legal description (township, section, range), volume and page numbers of original entry, and variously, the sale type, and the purchaser's sex and residence. http://www.cyberdriveillinois.com/departments/archives/data_lan.html</p> <p>Selected Lincoln Documents http://www.cyberdriveillinois.com/departments/archives/lincpics.html</p>
KANSAS	<p>Documents available online Most of the collections held by the Kansas State Historical Society are available only in their original format or on microfilm. However, several projects to make images or transcripts of primary source documents available through the Internet are either completed or are under way. http://www.kshs.org/research/collections/documents/online/index.htm</p> <p>Territorial Kansas online http://www.territorialkansasonline.org/cgiwrap/imlskto/index.php</p> <p>Western Trails Project, online exhibits http://www.kshs.org/research/collections/documents/online/westertrails/index.htm</p>
LOUISIANA	<p>Louisiana State Multimedia Archives A computer-based archival system that allows for the storage and rapid recall of thousands of hours of film and video footage from television stations, film collections, and newsreels featuring content relevant to Louisiana from all over the United States. http://sos.louisiana.gov/multimedia/</p> <p>Online previews of current and previous exhibits http://www.sec.state.la.us/archives/archives/archives-events.htm</p>
MAINE	<p>Highlights of exhibits http://www.state.me.us/sos/arc/exhibits/</p>
MARYLAND	<p>Museum Without Walls http://www.mdarchives.state.md.us/msa/educ/html/mww.html</p>
MICHIGAN	<p>Online exhibits http://www.michigan.gov/hal/0,1607,7-160-17447_18595_18596---,00.html</p>
MINNESOTA	<p>Online exhibits http://www.mnhs.org/exhibits/index.htm</p>
MISSOURI	<p>Online exhibits http://www.sos.mo.gov/archives/exhibits/exhibits.asp</p>
MONTANA	<p>Online exhibits http://www.his.state.mt.us/museum/onlineex.asp</p>
NEBRASKA	<p>Chimney Rock: Landmark on the Overland Trail http://www.nebraskahistory.org/exhibits/chimney_rock.htm</p>
NEVADA	<p>Discover Nevada History Nevada Department of Cultural Affairs http://dmla.clan.lib.nv.us/docs/nsia/archives/history/</p>

**Table 4.6 cont. State archives collections online:
Directory of Digital Collections, Virtual Exhibits, and State Memory Projects**

NEW JERSEY	<p>Imaged Collections http://www.njarchives.org/links/imgcollections.html</p> <p>Documentary Treasures http://www.njarchives.org/links/treasures.html</p>
NEW YORK	<p>Web exhibits in repositories throughout New York State http://www.archives.nysed.gov/r/viewpde/index.shtml</p>
NORTH CAROLINA	<p>Online projects: Web exhibits and other online collections compiled for special events http://www.ah.dcr.state.nc.us/archives/projects.htm</p>
OHIO	<p>Current, past, and virtual exhibits http://www.ohiohistory.org/etcetera/exhibits/</p> <p>Ohio Memory Project An online scrapbook of Ohio history which includes 26,000 images from 330 Ohio archives, historical societies, libraries, and museums. http://www.ohiomemory.org/</p>
OKLAHOMA	<p>Sooner Stories http://www.odl.state.ok.us/oar/resources/index.htm</p>
OREGON	<p>Exhibits http://arcweb.sos.state.or.us/tour/lobbyexhibits.html</p>
PENNSYLVANIA	<p>Archives Records Information Access System (ARIAS) Designed to facilitate citizen access to archival records created by all branches and levels of Pennsylvania State Government. http://www.digitalarchives.state.pa.us/</p>
SOUTH CAROLINA	<p>Exhibits http://www.state.sc.us/scdah/exhibits/exhibits.htm</p> <p>Digital Collections Online http://www.state.sc.us/scdah/pilotintro.htm</p>
SOUTH DAKOTA	<p>Online exhibits http://www.sdhistory.org/soc/soc_online_exhibits.htm</p> <p>South Dakota Memory Project This site offers digital items from heritage institutions (archives, historical societies, libraries, and museums) statewide. http://sdmemory.library.sd.gov/index.htm</p>
TEXAS	<p>Images of artifacts and historic documents held by the Texas State Library and Archives Commission http://www.tsl.state.tx.us/treasures/index.html</p> <p>McArdle Notebooks, presented in their entirety, fully navigable so users can explore the notebooks much as if they were sitting down with the actual volumes. Born in 1836, the year of the Texas Revolution, Henry McArdle made it his life's work to paint the historic events of Texas history. http://www.tsl.state.tx.us/mcardle/</p>
UTAH	<p>Online exhibits include "Castle Gate Mine Disaster" (1924) and "Utah's Road to Statehood" (1896) http://archives.utah.gov/exhibits/exhibits.htm</p>
VERMONT	<p>Photograph collections http://vermont-archives.org/research/photos/photohome.html</p>

**Table 4.6 cont. State archives collections online:
Directory of Digital Collections, Virtual Exhibits, and State Memory Projects**

VIRGINIA	Exhibitions http://www.lva.lib.va.us/whoweare/exhibits/index.htm Digital resources http://www.lva.lib.va.us/whatwedo/digital.htm
WASHINGTON	Washington State Digital Archives The Washington State Digital Archives is the nation's first archives dedicated specifically to the preservation of electronic records from both state and local agencies that have permanent legal, fiscal, or historical value. http://www.digitalarchives.wa.gov/Index.aspx
WEST VIRGINIA	West Virginia Memory Project http://www.wvculture.org/hiStory/wvmemory/
WISCONSIN	"Living Under a Mushroom Cloud: Fear and Hope in the Atomic Age" http://www.wisconsinhistory.org/museum/atomic/ "Art of the Draw: Advertising Posters from the McCormick-International Harvester Collection" http://www.wisconsinhistory.org/artofthedraw/ "Icon Wisconsin" http://www.wisconsinhistory.org/iconwisconsin/ Wisconsin Historical Images http://www.wisconsinhistory.org/whi/
WYOMING	Online Digital Mineral Map Collection http://woarchives.state.wy.us/databases/county/mineralmaps.htm

Table 4.7 Directory of Primary Sources from State Archives Designed for Use in the Classroom

If you would like to browse the state archives websites listed below, you can find this directory on the CoSA website at http://www.statearchivists.org/arc/education/primsources_states.htm to make the process easier.

ALABAMA	<p>The Alabama Department of Archives and History designed this project to help teachers more easily integrate the use of primary source materials into their classrooms, consists of teaching units on Alabama history organized in ten chronological/subject areas: Creek War, 1813–1814; Settlement; Slavery; Civil War; Reconstruction; 1901 Constitution; World War I; Depression/New Deal; World War II; Civil Rights Movement.</p> <p>See http://www.archives.state.al.us/teacher/psources.shtml</p>
ALASKA	<p>Alaska Gold Rush was developed by the Alaska Rich Mining Project Committee to make archival, library, and museum materials more accessible to users throughout the state and to assist teachers in using primary source materials in classrooms.</p> <p>See http://www.library.state.ak.us/goldrush/</p>
CALIFORNIA	<p>LearnCalifornia.org is an electronic resource for students, teachers, and others using the resources of the California State Archives. See http://www.learncalifornia.org/</p>
COLORADO	<p>The Colorado State Archives published "Go to the Source, Discovering 20th Century U.S. History Through Colorado Documents" in 2001.</p> <p>The "Kids and Students" page on the state archives website "was developed with the elementary student in mind by responding to the most frequently asked questions (FAQ's) . . . received [by the state archives]. Many of the sites are official State of Colorado websites and some are not."</p> <p>See http://www.colorado.gov/colorado-government-services-for/kids-students.html</p>
CONNECTICUT	<p>Connecticut History Online (CHO) is a collaboration between the Connecticut Historical Society, the Connecticut State Library, the Thomas J. Dodd Research Center at the University of Connecticut, Mystic Seaport, and the New Haven Colony Historical Society. Both Phase One and Phase Two (currently in progress) have been made possible by a National Leadership Grant from the Institute of Museum and Library Services.</p> <p>The CHO website currently contains about 14,000 images of photographs, drawings, and prints which may be searched or browsed in a variety of ways, including by keyword, subject, creator, title, and date. Geographical sites may be searched using a Digital Geographic Locator developed by the University of Connecticut's Map and Geographic Information Center (MAGIC). Descriptions of the images are provided in detailed catalog records. Online learning tools created especially for middle and high school students provide suggestions for interpreting and exploring the database. Additional lesson plans, activities, and photo essays designed by teacher advisors and educational consultants will be added in the future. In Phase Two of the project, currently under way, a variety of additional materials will be added. A new search interface will also be developed, and was expected to be released in the summer of 2004. See http://www.cthistoryonline.org</p>
DELAWARE	<p>The Delaware Public Archives has a digital archives providing access to images of more than 3,000 separate items in the collections.</p> <p>See http://www.state.de.us/sos/dpa/exhibits/exhibits-toc.shtml</p>

Table 4.7 cont. Directory of Primary Sources from State Archives Designed for Use in the Classroom

FLORIDA	<p>The Florida State Archives "Florida Memory Project" is a website that provides educational resources for teachers and students online. This site uses archival documents that support curriculum requirements and guidelines outlined in the Sunshine State Standards (standards set by the Florida Department of Education that identify what students should know and be able to do after they complete specific grades). See http://fpc.dos.state.fl.us/memory/</p> <p>The Online Classroom is designed to help educators use photographs and documents from the Florida State Archives. Lesson plans are correlated to the Sunshine State Standards. The Online Classroom also showcases collaborative projects between the Florida State Archives and Florida schools. These projects help students make a personal connection to the primary source documents that tell the stories of their communities. See http://www.floridamemory.com/OnlineClassroom/</p> <p>The Florida State Archives is embarking upon a two-year project to enhance access to and provide educational tools based upon the Florida Folklife Collection. See http://www.floridamemory.com/folklife.cfm</p>
GEORGIA	<p>In order to promote the use of primary documents in education, The Georgia Archives provides significant resources for both students and teachers. Reproductions of original documents, research guides, on-line exhibits, and information such as fast facts about Georgia are available via the Web. See http://www.GeorgiaArchives.org.</p> <p>For those able to visit our facility, we offer building tours, exhibits, and workshops for students and teachers. Traveling workshops and presentations are also available on a limited basis. Direct link to educator information: http://www.georgiaarchives.org/how_may_we_help_you/educator/default.htm</p> <p>The Capitol Education Center, another division in the Office of the Secretary of State, currently has resources available for teachers on their site. See http://www.sos.state.ga.us/tours/html/teacher.html.</p>
IDAHO	<p>The Idaho State Historical Society provides teacher resources at http://www.idahohistory.net/education.html</p>
ILLINOIS	<p>The Illinois State Archives website includes links to an online documentary teaching package on the Illinois and Michigan Canal and descriptions of several other packages available in hard copy. See http://www.cyberdriveillinois.com/departments/archives/docpacks.html</p>
INDIANA	<p>The Indiana Commission on Public Records' Digital Classroom, includes History Day resources. See http://www.in.gov/icpr/archives/featured/classroom/</p>
KANSAS	<p>Many teacher resources are available from the Kansas State Historical Society: workshops, an electronic newsletter, classroom activities, and other supplemental materials. Featured in 2004 are those supporting study of the Lewis and Clark Expedition during its bicentennial anniversary celebration. See http://www.kshs.org/teachers/news/index.htm. Digitized Kansas Territory materials are available at http://www.territorialkansasonline.org/cgiwrap/imlskto/index.php.</p>
LOUISIANA	<p>The Louisiana State Archives occasionally provides school groups and teachers with copies of original records. Future plans include expansion of its website to include an inventory of resources and educational aids.</p>

Table 4.7 cont. Directory of Primary Sources from State Archives Designed for Use in the Classroom

MAINE	<p>The Maine State Archives coordinates Maine National History Day, stressing the value of primary sources. Its History Day website includes links to local repositories with primary sources of potential value to students. See http://www.state.me.us/sos/arc/historyday/histhome.htm</p> <p>A special project to demonstrate the value of Maine State Archives records in documenting Maine towns is accessible at http://www.state.me.us/sos/arc/edu/turner/intro.htm.</p> <p>The Maine State Archives has participated in workshops for history teachers sponsored by the University of Maine, in which staff reminds participants of the value of, and opportunity for, using archival material in the classroom.</p>
MARYLAND	<p>The Maryland State Archives developed the Archives of Maryland Documents for the Classroom series to make "facsimiles of original documents available for use by teachers and students in elementary and secondary schools, as well as colleges and universities." See http://www.mdarchives.state.md.us/msa/educ/html/sc2221.html</p> <p>"Teaching in the Age of the Internet" provides guidance for "teaching people at all levels of education and interest how to use the technology of the information highway." See http://www.mdarchives.state.md.us/msa/stagser/s1259/121/7295/html/0000.html</p>
MASSACHUSETTS	<p>The Massachusetts Secretary of the Commonwealth provides a "Kid's Zone" page with state symbols, a history quiz, and other activities at http://www.sec.state.ma.us/cis/ciskid/kididx.htm.</p>
MICHIGAN	<p>The Michigan Department of History, Arts, and Libraries provides "historical documents, activities, and lesson ideas [that] relate to the galleries at the Michigan Historical Museum and online. Topics include Settling a State; Civil War; Mining in Michigan; Lumbering in Michigan; Farm and Factory, 1860-1900 (Rural Michigan, Growth of Manufacturing); Farm and Factory, 1900–1930 (Agriculture, Auto Pioneers); The Great Depression; The Fifties; The Sixties; Special Exhibits (On the Air! Michigan Radio and Television Broadcasting, 1920–2000). See http://www.michigan.gov/hal/0,1607,7-160-17451_18670_18793---,00.html</p>
MINNESOTA	<p>The Minnesota Historical Society offers an "educators' portal" to guide teachers to a wide range of materials and resources by grade level, format, and topic. See http://discovery.mnhs.org/edportal/. Specific sections also exist for Teacher Education, http://www.mnhs.org/school/teacher/index.html; Online Resources, http://www.mnhs.org/school/online/index.html; Classroom Publications, http://www.mnhs.org/school/classroom/index.html; and more.</p>
MISSOURI	<p>"Teaching with Documents" is a curriculum package available to all educators, with particular emphasis on secondary students. The material is built around forty primary sources held in collections at the Missouri State Archives. This teaching tool is available on the Web at http://www.sos.mo.gov/archives/education/teaching/modocs.asp</p> <p>Archives staff visit fourth-grade classrooms to introduce students to the concept of an archives, familiarize students with the holdings of the Missouri State Archives, and initiate discussion of family history research at the appropriate student level. Students later visit the archives for an in-depth tour of facilities, use of microfilm, lab experiments with conservators, and lessons in how to approach original documents to gain the greatest amount of information. The Missouri State Archives is the official sponsor of History Day in Missouri, Region IV. Participating students are encouraged to utilize primary sources in their research, writing, and presentations. The Friends of the Missouri State Archives present a \$100 award to the student who best uses the archives' collections for this competition.</p>
MONTANA	<p>The Montana Historical Society Archives website features teaching with primary sources at http://www.his.state.mt.us/education/outreachresources.asp. Online curriculum resources are available at http://www.his.state.mt.us/education/curriculum.asp. A student guide to the history of Montana is available at http://www.his.state.mt.us/education/studentguide/default.asp</p>

Table 4.7 cont. *Directory of Primary Sources from State Archives Designed for Use in the Classroom*

NEBRASKA	Current resources available on the Nebraska State Historical Society website include teaching materials, including illustrated leaflets covering topics of Nebraska history at a middle-grade reading level, teacher's guides, pre- and post-visit activity packs, Nebraska data on CD-ROM, historic film clips on video, traveling trunk, coloring books. See http://www.nebraskahistory.org/museum/teachers/material/index.htm
NEVADA	The Nevada Department of Cultural Affairs provides teacher resources at http://dmla.clan.lib.nv.us/docs/kids/teacher.htm . A general "kid's page" is available at http://dmla.clan.lib.nv.us/docs/kids/ . The Department of Museums, Library and Arts produced a Nevada History CD-ROM which includes historical photographs, documents, maps, speeches, oral histories, video clips, diary excerpts, etc.
NEW HAMPSHIRE	The New Hampshire Historical Society has published packages of materials to be given out to teachers on the teaching of New Hampshire history, including much from the state archives on primary source materials use. See http://www.nhhistory.org/edu_dept.html
NEW JERSEY	The New Jersey State Archives has a section for "Documentary Treasures" as well as digital images of a range of other items from its collections. New Jersey State Archives Imaged Collections http://www.njarchives.org/links/imgcollections.html Documentary Treasures http://www.njarchives.org/links/treasures.html
NEW YORK	The New York State Archives has garnered significant private support for work to encourage use of primary sources in the classroom and has an education endowment in its foundation. The NYSA website provides Web-based training for teachers and extensive resources for classroom use at http://www.archives.nysed.gov/a/nysaservices/ns_educational.shtml
NORTH CAROLINA	The North Carolina Division of Archives and History has a range of educational resources available at http://www.ah.dcr.state.nc.us/edu-outrch/default.htm and a "kids" page at http://www.ncdcr.gov/kids.asp
NORTH DAKOTA	The State Historical Society of North Dakota has an education department within the Museum and Education division. The most popular items are the Suitcase Exhibits for North Dakota (SEND) trunks, which are subject-based and contain both documents (especially photographs) and artifacts. They have teacher guides included. Online educational resources are available at http://www.state.nd.us/hist/teach.htm
OHIO	The Ohio Historical Society provides resources for teaching Ohio history at http://www.ohiohistoryteachers.org/ . A searchable Database of Primary Resources for Teachers which allows users to search by title, subject, curriculum category, and appropriate grade (K–12), is a collaborative effort of the OHS's Archives/Library and Educational Services Divisions. See http://www.ohiohistory.org/resource/database/teachers.html
PENNSYLVANIA	The Pennsylvania State Archives has hosted local high school classes for tours and presentations on the use archives and primary sources. Our staff has also made presentations at the annual meetings of the state's Social Studies Council regarding our holdings. "Doc Heritage" includes images of historical documents, narratives placing them in a regional, state, or national context, and, where appropriate, transcriptions of each record as well as helpful links for further research. See http://www.doheritage.state.pa.us/
SOUTH CAROLINA	South Carolina Department of Archives and History provides a section on teaching American history in South Carolina at http://www.state.sc.us/scdah/tahintro.htm in addition to extensive History Day resources.

Table 4.7 cont. *Directory of Primary Sources from State Archives Designed for Use in the Classroom*

SOUTH DAKOTA	The South Dakota Historical Society provides educational resources at http://www.sdhistory.org/soc/soc_educ.htm .
TEXAS	<p>The "Tides in Early Texas History" collaborative digital project creates a platform in which cultural heritage institutions and educators can work together to enrich learning experiences for students, bridge gaps between disciplines, and increase access to unique cultural collections. The gathering of all forms of cultural history around a topic offers a more complete story of the past than any one piece could do alone. The result is a unique tool for educators to teach early Texas history and information literacy. The Texas Tides project addresses the needs of educators, researchers, and students for readily accessible primary and secondary cultural resource materials. The Tides website documents early Texas history (prehistory until A.D. 1900) with an East Texas slant. In addition, the Texas Tides project meets the needs of Texas history teachers for curriculum material that will not only meet the Texas Essential Knowledge and Skills (TEKS) guidelines, but also help prepare their students for the Texas Assessment of Knowledge and Skills Test (TAKS). See http://tides.sfasu.edu/home.html</p> <p>The Portal to Texas History offers students and lifelong learners a digital gateway to the rich collections held in Texas libraries, museums, archives, historical societies, and private collections. The Portal team at the University of North Texas Libraries provides strong leadership by supporting collaborative efforts with its partners, while pursuing the goals of accessibility, best practices, and preservation of historical material. Designed to appeal to historians, students, and lifelong learners, the Portal emphasizes access to primary sources. It features digital reproductions of photographs, maps, letters, documents, books, artifacts, and more. Portal curriculum Primary Source Adventures that comply with TEKS (Texas Essential Knowledge and Skills) standards highlight relevant materials for classroom teachers. See http://texashistory.unt.edu/</p>
VERMONT	As part of its ongoing effort to demonstrate to legislators that archival records are a resource for their deliberations, the Vermont State Archives has posted both general historical government information at http://vermont-archives.org/ and specific archives-based information on issues being debated by the general assembly and public at http://vermont-archives.org/publications/voice/index.htm .
VIRGINIA	Because of budget cuts, the Library of Virginia is no longer able to provide ongoing educational programs, curriculum workshops, or tours. Resources that have already been developed are still available through its website at http://www.lva.lib.va.us/whatwedo/k12/index.htm . These include an elementary-level educators' guide, "Virginia: The History and Culture of a Commonwealth." Based on original documents from Virginia's history, it enables teachers to help students interpret and analyze the people, places, and events of the state's past.
WASHINGTON	A variety of resources for the study of Washington state history is available from the Washington State Archives and Washington State Library at http://www.secstate.wa.gov/history/
WEST VIRGINIA	The West Virginia State Archives has a Memory Project with digital images of documents from its collections. See http://wvmemory.wvculture.org/index.htm
WISCONSIN	A range of publications and other resources are available from the Wisconsin Historical Society's Office of School Services at http://www.wisconsinhistory.org/teachers/

5. Issues identified by state archives and records management programs as their top priorities for 2006–2008

The FY2006 Survey of State Archives and Records Management Programs asked respondents to identify “the three most important issues or concerns facing your agency in the next 2 to 3 years.”

A quick review of the comments from the 51 programs that responded to this question shows the following issues emerging as the strongest concerns across state lines.

Issue area	Number of programs	Percentage of programs
Electronic records, digital preservation	41	80%
Facilities, lack of space	28	55%
Staffing	21	41%
Access technologies, including Web delivery of documents and information about holdings	20	39%
Funding	16	31%
Records management	12	24%

Alabama (ARM)	<p>Developing and fabricating the new history museum “Alabama Voice” gallery.</p> <p>Expanding educational program offerings to reach more Alabamians through the use of new technologies.</p> <p>Establishing a formal electronic records preservation program.</p>
Arizona (ARM)	<p>Archives:</p> <ul style="list-style-type: none"> Electronic records policies, funding, storage and accessibility. Staffing and moving the collections to the new building. With the groundbreaking for the new archives building, a number of agencies are contacting the archives about taking their records. A new building without sufficient funding for shelving, conservation lab equipment, and furniture. <p>Records management:</p> <ul style="list-style-type: none"> Space. Electronic records policies, state agency education regarding e-records, funding, storage, and accessibility. Customer service: image and outreach.
Arkansas (A)	<p>Need for additional funding.</p> <p>Possible retirement of key personnel.</p> <p>Increasing accessibility to holdings.</p>
California (A)	<p>Expand electronic records program.</p> <p>Increase processing workload.</p> <p>Strengthen records management program.</p>
California (RM)	<p>Reengineer the State Records Center (SRC) by acquiring more robust software and introducing a barcode-driven storage and retrieval system. Modernize the aging forklift fleet.</p> <p>In order to maintain required controls, the unstructured data in the form of email requires increased effort at all organizational levels of State Government. CalRIM will need to take the lead in exploring new technologies such as autocategorization and information life cycle management.</p> <p>Because of CalRIM'S austere staffing levels, the agency has been unable to sustain effective staff assistance and performance review functions. It is estimated that at least one associate program analyst position would be needed to fulfill the requirements of this position.</p>

Colorado (ARM)	<p>Deterioration of audio recordings of the state legislature.</p> <p>Need for replacement of staff FTE lost in budget cuts several years ago, especially in the records management area.</p> <p>Electronic records management.</p> <p>Disaster training for staff.</p>
Connecticut (ARM)	<p>Physical plant</p> <p>Budget/staffing</p> <p>Planning an electronic records program</p>
Delaware (ARM)	<p>Enhancing agency information technology capabilities to support existing service functions and promote compliance with the agency's statutory responsibilities concerning public records of all formats.</p> <p>Seeking a sustainable revenue source to support needs associated with the near-total conversion of state and local government recordkeeping to electronic systems.</p> <p>Preparing state and local government agencies for disaster recovery through compliance with statutory responsibility for the establishment of a vital records program.</p>
District of Columbia (ARM)	<p>Renovating a building to relocate the archives.</p> <p>Identifying building for the records center.</p> <p>Securing staff to perform the functions of the Office of Public Records.</p>
Florida (ARM)	<p>Electronic records.</p> <p>Funding of regrants for the State Historical Records Advisory Board.</p> <p>Continued disaster preparedness and recovery planning.</p>
Georgia (ARM)	<p>Digital records skills (develop in staff).</p> <p>Budget to preserve digital records.</p> <p>Ability to meet patron expectations regarding the quantity and quality of records available online.</p>
Hawaii (ARM)	<p>Plan for the preservation of the state's historical electronic records. Look into feasibility of establishing a digital archives on another island.</p> <p>Continue an e-archives initiative to make collections available online.</p> <p>Plan for new archives building to house archives and records management in one facility.</p>
Idaho (A)	<p>Staffing.</p> <p>Financial resources.</p> <p>Storage space and equipment.</p>

Illinois (ARM)	<p>Chicago/Cook County archives.</p> <p>Electronic records policy.</p> <p>Physical status of archives building.</p>
Iowa (ARM)	<p>Storage space for permanent records.</p> <p>Electronic records management: both records management and archival concerns.</p> <p>Provision of online access to records and records information.</p>
Kansas (ARM)	<p>Expanding electronic records management program, especially the capacity to take custody of electronic records.</p> <p>Digitizing and making available on the Web government and non-government records from the KHS holdings.</p> <p>Providing Web access to state archives descriptive information. This will involve cleaning up an in-house database and making it available on the Web.</p>
Kentucky (ARM)	<p>Lack of space for storage of the state's archival records, and lack of recognition that this is an important need.</p> <p>Digitization and electronic records issues.</p> <p>Aging workforce, many of whom will retire by the end of 2008 through a retirement window offered by Kentucky state government.</p>
Louisiana (ARM)	<p>Professional and adequate staff to meet the increasing demands of archival storage, security and accessibility.</p> <p>Networking, education, and technical assistance for records managers to address Title 44 (state law requirements) and to adapt to ever-increasing technological demands.</p> <p>Building a closer relationship with records keepers statewide and provision of environmentally safe repositories for governmental records.</p>
Maine (ARM)	<p>Control of digital record: both management and archival retention and access.</p> <p>Storage space.</p> <p>Recruitment of qualified staff, especially with several retirements likely.</p>
Maryland (A)	<p>Motivating or convincing the records management division to conduct the required five-year survey of agency record holdings.</p>
Maryland (RM)	<p>Staffing continues to be a concern. Additional personnel are needed to adequately perform the functions of records management.</p> <p>Space for additional staffing. There is no available office space for additional staff.</p>

Technology continues to be an ongoing concern. The building is not connected to a network and is limited by a modem access to the electronic world.

Massachusetts (ARM)

Space.
Electronic records archive.
Access to public records.

Michigan (ARM)

Archives:
Electronic records.
EAD access to finding aids.
High school education programs.
Records management:
Space and a potential move to a different facility.
Electronic records management; scheduling electronic records; preservation of e-records.
Managing emails as records.

Minnesota (A)

Budget: everything costs more.
Technology: meeting expectations, forming partnerships, working with specific audiences.
Staff development and recruitment to manage issues 1 and 2.

Mississippi (ARM)

Staff salaries, recruitment, and ongoing training; succession planning.
Establishing an efficient records management program.
Electronic records management.

Missouri (ARM)

Funding.
Digital world.
Space constraints.

Montana (Joint ARM)

Archives:
Space. We are very near capacity now and cannot afford more off-site storage.
Electronic records. We do not have an electronic records plan or specialist on staff.
Increased Web presence (both digital content and finding aids).
Records management:
Electronic Records Management (records management)
Digital preservation.
Updating outdated RIM policies and procedures.

Nebraska (A)	<p>Electronic records.</p> <p>Space.</p> <p>Website expansion</p>
Nevada (ARM)	<p>Planning for a Southern Nevada Records Center and Micrographics and Imaging Program in southern Nevada.</p> <p>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.</p> <p>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.</p>
New Hampshire (ARM)	<p>Settling into the renovated building. This entails moving thousands of cubic feet of records into the building and setting up their management while continuing to operate normally. Because other divisions will move to the building, assimilation of staff.</p> <p>Establishment of a funding mechanism to proceed with a local government records program already in law but not yet funded. This goes hand in hand with a revision of staffing needs for all of the archives and records functions.</p> <p>Work toward the establishment of an electronics records program.</p>
New Mexico (ARM)	<p>Capturing, maintaining, and preserving electronic records.</p> <p>Providing on-line access to archival collections.</p> <p>Acquiring resources to carry out issues 1 and 2.</p>
New York (ARM)	<p>Development of technical infrastructure to meet institutional needs and functions.</p> <p>Development and implementation of electronic records program, including digital preservation.</p> <p>Expansion/construction of additional storage.</p>
North Carolina (ARM)	<p>Need for a digital repository (storage and access for electronic records).</p> <p>Adequate funding and new revenue sources for program support.</p> <p>Retention and pay issues regarding archival and records management staff.</p>
North Dakota (A)	<p>Staff technical capacity to deal with electronic records, digitization, and related issues such as website development.</p> <p>Resources to maintain, migrate, and otherwise preserve electronic media, including large numbers of audio and video recordings.</p> <p>Adequate staffing numbers.</p>

North Dakota (RM)	Having adequate resources available to implement EDMS projects and continue to provide traditional records management services.
Ohio (A)	<p>Increasing resources: funding, personnel, technology, and statutory authority.</p> <p>Collection storage: increasing the quantity and quality of storage facilities.</p> <p>Electronic records: developing a program to ensure the preservation and accessibility of authentic electronic records.</p>
Oklahoma (ARM)	<p>Continued maintenance of legislative funds for the operation of the agency. This will also incorporate additional funding requested that was cut in the previous years.</p> <p>The renovation and/or addition of floor space for the agency.</p> <p>Acquire trained personnel to replace FTE's that have been and will be vacated through retirement, etc.</p>
Pennsylvania (ARM)	<p>The amount and quality of space available for records and the public are the primary issues: the state archives and state records center will both be full within 3-4 years, the facilities both require major rehabilitation or replacement, and the public spaces in the archives need expansion and updating.</p> <p>Several needs exist related to records management, including implementation of a new enterprise records management program with the Office of Administration, better-defined records management authority within state government, and more resources for records management.</p> <p>Failure of agency budget to keep pace with inflation and resulting gradual loss of staff and purchasing power as the state resources devoted to archives and records management shrink.</p>
South Carolina (ARM)	<p>Online access to holdings.</p> <p>Electronic records.</p> <p>Preservation of holdings.</p>
South Dakota (A)	<p>Electronic document systems.</p> <p>User education.</p> <p>Storage space.</p>
South Dakota (RM)	Destruction of paper after scanning records.
Tennessee (A)	<p>New building for the state library and archives.</p> <p>Managing electronic data/records in the state agencies.</p> <p>Staff reorganization.</p>

Texas (A)	<p>Additional source of funding to assist with preserving and improving access to local government records, as noted in 10.1.</p> <p>The need for a records management and preservation grant program for local governments.</p> <p>Successful completion of building renovation and construction of additional storage capacity for archival records.</p> <p>Additional funding to properly acquire, manage, preserve, and improve access to archival electronic records.</p>
Texas (RM)	<p>The need for a records management and preservation grant program for local governments.</p> <p>Need for more government information analysts.</p>
Utah (ARM)	<p>Electronic data storage.</p> <p>Archives inventory control.</p> <p>On-line public catalog.</p>
Vermont (A)	<p>Lack of vault storage and effective researcher space. This work is under way.</p> <p>Developing a global view of state records and creating/updating record schedules. Bifurcated record programs (currently compounded by addition of an IT authority in governor's office), lack of clear statutory authority to manage records (until 2003), and lack of resources have left the state unable to identify what records it has or is creating, under what mandates; to understand the flow of records/information across bureaucratic boundaries; etc. Developing a global view of state records and assisting agencies in developing comprehensive record schedules is essential to addressing a host of issues, including electronic records.</p> <p>Developing tools to help agencies manage electronic records and information. Tradition of viewing record management as space management and above lack of authorities, etc., have retarded development of electronic records management. Building on second issue and through developing partnership with state CIO, begin to provide those tools.</p>
Virginia (ARM)	<p>Management of electronic records.</p> <p>Consistent funding for program activities.</p> <p>Meeting rising patron expectations for increasingly sophisticated products and service.</p>
Washington (ARM)	<p>Managing the exponential increase of electronic records being ingested into the Digital Archives.</p> <p>Education and training for records officers and local government officials.</p> <p>Managing and streamlining the scanning of local government records.</p>

West Virginia (A)

Need for active state government records management program to address retention requirements, storage issues.

Lack of space for future collections growth, especially if local governments begin to transfer older historical records to state archives.

Lack of support by parent agency and legislature for archival programs and public records.

Wisconsin (RM)

Electronic records/document management control

Developing, updating and implementing more statewide general retention schedules.

Expanding training and resources for records management initiatives.

Wyoming (ARM)

Provide training to WSA staff and to staff of state and local government agencies.

Disaster planning, preparation, and recovery methods.

Orienting people on the need to properly manage all forms of electronic records, and to plan for preserving any information that is maintained electronically but legally required to be kept permanently.

APPENDIX B: SURVEY DEVELOPMENT PROCESS

The first of this project's surveys focused on data from Fiscal Year 2004 which, for most states, covered the period July 2003–June 2004.²⁶ CoSA launched the FY2004 survey in mid-November 2004 and data collection continued through March 2005. A copy of the questionnaire for this survey is included on pages 123-158. The data covers the archival programs in all 50 states, 45 of the 48 state records management programs, and the archives and records management program for the District of Columbia. This response rate has produced a solid foundation for analysis.

The survey was developed by members of CoSA's Survey Management Team (SMT): Kathleen Roe (NY), CoSA President and Project Co-Director; Tracey Berezansky (AL); James Henderson (ME); Gordon Hendrickson (IA); Richard Cameron (NHPRC); Bob Wright, project consultant; and Vicki Walch and Jenifer Burlis-Freilich, CoSA staff members. The SMT met in February 2004 to begin the process. At that time the SMT identified a broad variety of potential uses for the data and defined areas of inquiry in some detail. The project staff and consultant used this to develop a first set of questions which were then refined during a series of conference calls and annotated drafts circulated to the entire team.

During the 2004 CoSA annual business meeting in Phoenix, Arizona, the SMT presented an overview of the questions to the entire membership and asked them to brainstorm their own potential uses for the resulting data. It was clear following this discussion that the team needed to reduce the number of questions in the survey drastically. The team cut the total number of questions nearly in half, retaining those that reflected areas of highest interest among the CoSA membership.

The team decided that many of the questions it had set aside could be appropriate for "burst" surveys, envisioned as short, highly focused, quick-response efforts on issues of high interest, such as facilities, governors' records, or disaster response. CoSA has conducted a few such efforts since then in conjunction with projects on local government archives and emergency preparedness and expects to continue doing so in the future.

The SMT also tentatively identified a group of questions in the survey that should be asked every year or two between ten-year repeats of the comprehensive survey. These became the basis of the survey that collected data for Fiscal Year 2006. The questionnaire for the FY2006 survey is included on pages 159-167. Despite its smaller size, the response rate for the 2006 survey was not quite as good as that for the 2004 survey. The FY2006 data covers 46 out of 50 state archives and 39 out of 48 state records management programs along with the archives and records management program for the District of Columbia.

²⁶ Several states operate on different schedules. Fiscal years end on March 31 in New York; on August 31 in Texas; and on September 30 in Alabama, the District of Columbia, and Michigan.

APPENDIX C: USING COSA SURVEY DATA

Tables containing data from all of CoSA's surveys about state and local government records are available on the CoSA website along with analytical reports from each project.
<http://www.coshrc.org/reports/>

State archives and records management programs

FY2004 survey of state archives and records management programs conducted in cooperation with the National Association of Government Archives and Records Administrators. Analysis and tables contained in *Maintaining State Records in an Era of Change: A National Challenge* (Council of State Historical Records Coordinators, April 1996).

FY2002 survey of state archives and records management programs conducted in cooperation with the National Association of Government Archives and Records Administrators. Analysis and tables contained in *Recognizing Leadership in Partnership* (Council of State Historical Records Coordinators, April 1993).
<http://www.coshrc.org/reports/>.

Local government records programs and services

2006 survey of state programs and services for local government records conducted in conjunction with CoSA's Local Government Archives project. Analysis and tables in

State historical records advisory boards (SHRABs)

2006 survey on state historical records advisory boards (SHRABs). November 2006. Analysis and tables.

2004 state coordinators' assessment of COSHRC and NHPRC programs and services, including data on structure and administration of SHRABs. Tables.

Emergency preparedness

2006 assessments of emergency preparedness in state archives and records management programs, conducted in conjunction with CoSA's Emergency Preparedness Initiative. Analysis and tables in *Safeguarding a Nation's Identity: The readiness of state archives to protect the records that identify who we are, secure our rights, and tell our story as a nation* (2007).

APPENDIX D: FY2004 AND FY2006 SURVEY FORMS

2004 COSHRC Survey of State Archives and Records Programs

OVERVIEW

- Section 1: Institutional Data**
- Section 2: Finances**
- Section 3: Staffing**
- Section 4: Records-Related Authority and Services**
- Section 5: Archives Holdings**
- Section 6: Records Center Holdings and Services**
- Section 7: Description and Access**
(access to information about holdings)
- Section 8: Reference in State Archives**
(access to and use of the records themselves or information in those records)
- Section 9: Preservation Activities and Policies**
- Section 10: Facilities**
(state archives facility and state records center)
- Section 11: Disaster Planning**
- Section 12: Planning and Evaluation for State Archives and/or Records Management Program**
- Section 13: State Historical Records Advisory Board (SHRAB) Organization and Administration**
- Section 14: Outreach and Public Education**

**2004 COSHRC Survey of State Archives
and Records Programs**

State or territory reporting: _____

Name of individual completing form: _____

Telephone: _____ Email: _____

Name of administrative unit reporting: _____

**SECTION 1:
INSTITUTIONAL DATA**

1.1 Is the reporting agency (check one)

- An independent agency (skip to 1.3)
- Part of larger agency

1.2 If part of larger agency, give full name of parent agency and intervening levels of administration (e.g., Secretary of State, Bureau of History, Archives Division; Department of General Services, Office of Information Services, Records Management Division)

1.3 This report covers the following core function(s) (check one):

- Archives only
- Records management only
- Both archives and records management

1.4 The data provided in this report focuses on FY2004 which ended on the following date in your state:

_____ (mm/dd/yyyy)

**SECTION 2:
FINANCES**

2.1 Please provide the totals for your program during FY2004.

- a. FY2004 budget \$ _____
- b. FY2004 actual expenditures \$ _____

2.2 **Sources of funds.** Please indicate the sources of funds used for developing your program's budget. Provide the total dollar amount of received from each source.

- a. Appropriations \$ _____
- b. Fees \$ _____
- c. Revolving funds \$ _____
- d. Trust funds \$ _____
- e. Grants \$ _____
- f. Endowments. \$ _____
- g. Membership dues \$ _____
- h. Other (specify in 2.3) \$ _____

2.3 If your program had "Other" sources of funds (2.2h), please describe them:

2.4 In Question 2.1, above, you specified your total expenditures in FY2004. Please indicate how these expenditures were allocated among the following three categories:

- a. Personnel _____ %
- b. Operations _____ %
- c. Capital _____ %

2.5 The total budget/expenditures indicated in 2.1, above, cover the following functions (check all that apply):

- a. Records management
- b. Archives
- c. Local government records
- d. Grants
- e. Building construction or renovation
- f. Major equipment/real estate purchases

- g. Other one-time or nonrecurring expenses (please specify in 2.6)
- h. Other (please specify in 2.7)

2.6 If your program had "Other one-time or nonrecurring" expenses (2.5g), please describe them:

2.7 If your program had "Other" expenses (2.5h), please describe them:

2.8 Did your program have to absorb cuts during FY2004 from the amount originally appropriated or budgeted? If so, explain:

2.9. Please provide the reporting program's total expenditures in FY1999, comparable to the figure you reported in 2.1, above, for FY2004. *Note: This is an attempt to collect financial data for the midpoint between COSHRC's FY1994 survey and today.*

FY1999 expenditures \$ _____

2.10 Which of the following functions were covered by the total FY1999 expenditures indicated in 2.9? (check all that apply)

- a. Records management
- b. Archives
- c. Local government records
- d. Grants
- e. Building construction or renovation
- f. Major equipment/real estate purchases
- g. Other one-time or nonrecurring expenses (please specify in 2.11)
- h. Other (please specify in 2.12)

2.11 If your program had "Other one-time or nonrecurring" expenses in FY1999 (2.10g), please describe them:

2.12 If your program had "Other" expenses in FY1999 (2.10h), please describe them:

2.13 If your program has shifted programs or services to private contractors that used to be performed by state employees, please identify the programs/services and briefly explain the impact on your budget.

**SECTION 3:
STAFFING**

3.1 Please give number of FTEs for paid staff in the following categories.

—

Records management	Administration/management	_____	FTEs
	Professional	_____	FTEs
	Technical	_____	FTEs
	Support/clerical	_____	FTEs

—

Archives	Administration/management	_____	FTEs
	Professional	_____	FTEs
	Technical	_____	FTEs
	Support/clerical	_____	FTEs

—

Other	Administration/management	_____	FTEs
	Professional	_____	FTEs
	Technical	_____	FTEs
	Support/clerical	_____	FTEs

—

3.2 Of your total paid staff FTEs, approximately how many are allocated to the following functional areas?

Local government records	Administration/management	_____	FTEs
	Professional	_____	FTEs
	Technical	_____	FTEs
	Support/clerical	_____	FTEs

—

Electronic records	Administration/management	_____	FTEs
	Professional	_____	FTEs
	Technical	_____	FTEs
	Support/clerical	_____	FTEs

—

Preservation	Administration/management	_____	FTEs
	Professional	_____	FTEs
	Technical	_____	FTEs
	Support/clerical	_____	FTEs

3.3 Has your staffing level changed significantly during the last 5 years? (check one)

- Yes (please explain in 3.4)
- No (skip to 3.5)

3.4 If you answered “yes” to 3.3, please explain how your staffing level has changed during the last 5 years, providing number of staff added/eliminated, functional areas affected, and reasons for increase/decrease.

Entry-level professional job categories. Please provide the formal job titles, salary ranges, and minimum pre-employment criteria for the following categories:

3.5 Entry-level professional archivist

- a. Title _____
- b. Salary range _____
- c. Minimum requirements for an entry-level professional archivist (check all that apply)

- Bachelor's degree
- Master's degree
- Master of library and/or information science
- Certified Archivist (CA)
- Experience
- Other (please specify in 3.6)

3.6 If you checked "Other" in 3.5, please indicate the nature of these "Other" requirements:

3.7 Entry-level professional records manager

a. Title _____

b. Salary range _____

c. Minimum requirements for an entry-level professional records manager (check all that apply)

- Bachelor's degree
- Master's degree
- Master of library and/or information science
- Certified Records Manager (CRM)
- Experience
- Other (please specify in 3.8)

3.8 If you checked "Other" in 3.7, please indicate the nature of these "Other" requirements:

3.9 Title and salary of the **director of the reporting program**.
(e.g., state archivist and/or state records manager)

a. Title of director of reporting program

b. Salary of director of reporting program
\$ _____



**SECTION 4:
RECORDS-RELATED AUTHORITY AND SERVICES**

4.1 Total volume of records **scheduled** during the reporting period

- a. _____ lin/cu ft
- b. _____ series
- c. _____ agencies

In Questions 4.2-4.12, we are interested in determining the **extent of STATE authority** and the **services provided by STATE agencies** for specific types of records creators and repositories. Please indicate whether any state agency (your program or another) has authority for or provides services to each of the following types of agencies or organizations. If the services were not actually provided in FY2004 but would have been had they been requested, then circle the appropriate "provides service" response.

For executive branch agencies (circle one answer for each question)

4.2 Authority for records in the executive branch	Reporting program has authority	Another state agency has authority	No program exists	Don't know
a. Establish retention and disposition standards/guidelines and/or approve retention and disposition schedules	1	2	3	4
b. Establish other recordkeeping standards and/or enforce other recordkeeping practices or regulations	1	2	3	4
4.3 Services provided for the executive branch	Reporting program provides service	Another state agency provides service	State does not provide such services	Don't know
a. Serves as principal repository for archival records from executive branch	1	2	3	4
b. Consultation and training on records practices and procedures	1	2	3	4
c. Onsite labor (e.g., inventorying, processing)	1	2	3	4
d. Micrographics/digital imaging services	1	2	3	4
e. Conservation/preservation services	1	2	3	4
f. Storage of security microfilm	1	2	3	4

For legislative branch agencies (circle one answer for each question)

4.4 Authority for records in the legislative branch	Reporting program has authority	Another state agency has authority	No program exists	Don't know
a. Establish retention and disposition standards/guidelines and/or approve retention and disposition schedules	1	2	3	4
b. Establish other recordkeeping standards and/or enforce other recordkeeping practices or regulations	1	2	3	4
4.5 Services provided for the legislative branch	Reporting program provides service	Another state agency provides service	State does not provide such services	Don't know
a. Serves as principal repository for archival records from legislative branch	1	2	3	4
b. Consultation and training on records practices and procedures	1	2	3	4
c. Onsite labor (e.g., inventorying, processing)	1	2	3	4
d. Micrographics/digital imaging services	1	2	3	4
e. Conservation/preservation services	1	2	3	4
f. Storage of security microfilm	1	2	3	4

For judicial branch agencies (circle one answer for each question)

4.6 Authority for records in the judicial branch	Reporting program has authority	Another state agency has authority	No program exists	Don't know
a. Establish retention and disposition standards/guidelines and/or approve retention and disposition schedules	1	2	3	4
b. Establish other recordkeeping standards and/or enforce other recordkeeping practices or regulations	1	2	3	4

4.7 Services provided for the judicial branch	Reporting program provides service	Another state agency provides service	State does not provide such services	Don't know
a. Serves as principal repository for archival records from judicial branch	1	2	3	4
b. Consultation and training on records practices and procedures	1	2	3	4
c. Onsite labor (e.g., inventorying, processing)	1	2	3	4
d. Micrographics/digital imaging services	1	2	3	4
e. Conservation/preservation services	1	2	3	4
f. Storage of security microfilm	1	2	3	4

For state colleges/universities (circle one answer for each question)

4.8 Authority for records in state colleges or universities	Reporting program has authority	Another state agency has authority	No program exists	Don't know
a. Establish retention and disposition standards/guidelines and/or approve retention and disposition schedules	1	2	3	4
b. Establish other recordkeeping standards and/or enforce other recordkeeping practices or regulations	1	2	3	4

4.9 Services provided for state colleges or universities	Reporting program provides service	Another state agency provides service	State does not provide such services	Don't know
a. Serves as principal repository for archival records from state colleges and universities	1	2	3	4
b. Consultation and training on records practices and procedures	1	2	3	4
c. Onsite labor (e.g., inventorying, processing)	1	2	3	4
d. Micrographics/digital imaging services	1	2	3	4

e. Conservation/preservation services	1	2	3	4
f. Storage of security microfilm	1	2	3	4

For local governments (circle one answer for each question)

4.10 Authority for records in local governments	Reporting program has authority	Another state agency has authority	No program exists	Don't know
a. Establish retention and disposition standards/guidelines and/or approve retention and disposition schedules	1	2	3	4
b. Establish other recordkeeping standards and/or enforce other recordkeeping practices or regulations	1	2	3	4

4.11 Services provided for local governments	Reporting program provides service	Another state agency provides service	State does not provide such services	Don't know
a. Serves as repository for archival records from local governments	1	2	3	4
b. Consultation and training on records practices and procedures	1	2	3	4
c. Onsite labor (e.g., inventorying, processing)	1	2	3	4
d. Micrographics/digital imaging services	1	2	3	4
e. Conservation/preservation services	1	2	3	4
f. Storage of security microfilm	1	2	3	4

For nongovernment repositories (circle one answer for each question)

4.12 Services provided for nongovernment repositories	Reporting program provides service	Another state agency provides service	State does not provide such services	Don't know
a. Consultation and training on records practices and procedures	1	2	3	4
b. Onsite labor (e.g., inventorying, processing)	1	2	3	4

c. Micrographics/digital imaging services	1	2	3	4
d. Conservation/preservation services	1	2	3	4
e. Storage of security microfilm	1	2	3	4

**SECTION 5:
ARCHIVES HOLDINGS**

- 5.1 Please provide the **total volume of all records held by the state archives** at the end of the reporting period. _____ lin/cu ft
 Include all records from state government, local governments, and non-governmental sources held by the state archives.
 In Questions 5.2-5.7, you will be asked to give a breakdown, by media type, for each of these categories.
- 5.2 Of the total volume of all records held by the state archives reported in 5.1, how many **state government records** comprise each media type?
- a. Paper records (unpublished, handwritten or typescript materials including loose correspondence, letter books, ledgers, etc.) _____ lin/cu ft
 - b. Oversize paper (e.g., maps, blueprints) _____ lin/cu ft
 - c. Still pictures (including photographic prints, slides, negatives, digital media) _____ lin/cu ft
 - d. Moving images (including film, magnetic tapes/discs, digital) _____ lin/cu ft
 - e. Recorded sound (including grooved media, magnetic, optical, digital) _____ lin/cu ft
 - f. Electronic records (including floppy disks, CD-R/DVD-R, data tape cassettes/reels, online files) _____ lin/cu ft
- 5.3 Microfilm/fiche – state government (do not report security copies being held for another agency here; enter them in 6.4 d instead)
- a. Record copies (original records exist only on microfilm/fiche) _____ lin/cu ft
 - b. Preservation copies _____ lin/cu ft
 - c. User copies _____ lin/cu ft
 - d. Purchased from other repositories or publishers e.g., federal census) _____ lin/cu ft

- 5.4 Of the total volume of all records held by the state archives reported in 5.1, how many **local government records** comprise each media type?
- a. Paper records (unpublished, handwritten or typescript materials including loose correspondence, letter books, ledgers, etc.) _____ lin/cu ft
 - b. Oversize paper (e.g., maps, blueprints) _____ lin/cu ft
 - c. Still pictures (including photographic prints, slides, negatives, digital media _____ lin/cu ft
 - d. Moving images (including film, magnetic tapes/discs, digital) _____ lin/cu ft
 - e. Recorded sound (including grooved media, magnetic, optical, digital) _____ lin/cu ft
 - f. Electronic records (including floppy disks, CD-R/DVD-R, data tape cassettes/reels, online files) _____ lin/cu ft
- 5.5 Microfilm/fiche – local government (do not report security copies being held for another agency here; enter them in 6.4d instead)
- a. Record copies (original records exist only on microfilm/fiche) _____ lin/cu ft
 - b. Preservation copies _____ lin/cu ft
 - c. User copies _____ lin/cu ft
 - d. Purchased from other repositories or publishers e.g., federal census) _____ lin/cu ft
- 5.6 Of the total volume of all records held by the state archives reported in 5.1, how many **non-government records** comprise each media type?
- a. Paper records (unpublished, handwritten or typescript materials including loose correspondence, letter books, ledgers, etc.) _____ lin/cu ft
 - b. Oversize paper (e.g., maps, blueprints) _____ lin/cu ft
 - c. Still pictures (including photographic prints, slides, negatives, digital media _____ lin/cu ft
 - d. Moving images (including film, magnetic tapes/discs, digital) _____ lin/cu ft
 - e. Recorded sound (including grooved media, magnetic, optical, digital) _____ lin/cu ft
 - f. Electronic records (including floppy disks, CD-R/DVD-R, data tape cassettes/reels, online files) _____ lin/cu ft
- 5.7 Microfilm/fiche – non-government (do not report security copies being held for another agency here; enter them in 6.4d instead)
- a. Record copies (original records exist only on microfilm/fiche) _____ lin/cu ft
 - b. Preservation copies _____ lin/cu ft

- c. User copies _____ lin/cu ft
- d. Purchased from other repositories or publishers e.g., federal census) _____ lin/cu ft

5.8 Total volume of all records **accessioned by state archives during FY2004.**

- a. State government records _____ lin/cu ft
- b. Local government records _____ lin/cu ft
- c. Non-government records _____ lin/cu ft

5.9 Please indicate the extent to which the following functions of state government are represented in state archives holdings (circle one value for each function).

Note: We realize that this is a very subjective question, but a number of states have spent more than a decade addressing "adequacy of documentation" issues, so we wanted to try to paint a nationwide picture of which state government functions are documented relatively well and which appear to be under-documented.

Function	<u>Extent of State Archives Holdings in This Functional Area</u>				
	Comprehensive	Substantial	Adequate	Minimal	None
a. Agriculture	4	3	2	1	0
b. Commerce/business regulation	4	3	2	1	0
c. Community development	4	3	2	1	0
d. Corrections	4	3	2	1	0
e. Education	4	3	2	1	0
f. Elections	4	3	2	1	0
g. Environment	4	3	2	1	0
h. Finance	4	3	2	1	0
i. Government administration	4	3	2	1	0
j. Government services	4	3	2	1	0
k. Health	4	3	2	1	0
l. Human rights	4	3	2	1	0
m. Labor	4	3	2	1	0
n. Land	4	3	2	1	0
o. Law	4	3	2	1	0
p. Military	4	3	2	1	0
q. Public safety	4	3	2	1	0

r. Public utilities	4	3	2	1	0
s. Public welfare	4	3	2	1	0
t. Recreation	4	3	2	1	0
u. Transportation	4	3	2	1	0

**SECTION 6:
RECORDS CENTER HOLDINGS AND SERVICES**

6.1 How does your state provide for the temporary storage of nonpermanent records? (check all that apply)

- a. State records center operated by the reporting agency
- b. State records center operated by another state agency (specify in 6.2)
- c. Temporary storage of nonpermanent records has been outsourced to a nongovernment entity
- d. Other provisions for temporary storage of nonpermanent records (describe in 6.3)
- e. Our state does not have any provisions for temporary storage of nonpermanent records

6.2 If another state agency operates a records center (6.1b), please name that agency:

6.3 If your state has other provisions for temporary storage of nonpermanent records (6.1d), please describe:

If you indicated in 6.1 that the reporting agency operates a state records center, please answer 6.4-6.6. Otherwise, skip to 7.1.

6.4 Total volume of all records **held** by state records center at end of the reporting period

- a. State government records _____ lin/cu ft
- b. Local government records _____ lin/cu ft
- c. Nongovernment records _____ lin/cu ft
- d. Security microfilm held for another agency or agencies _____ lin/cu ft

6.5 Please indicate the total volume of all records **added to or removed** from the state records center during the reporting period:

- a. Transferred to the records center for storage during FY2004 _____ lin/cu ft
- b. Destroyed from records center during FY2004 _____ lin/cu ft
- c. Transferred from records center to state archives for permanent retention in FY2004. _____ lin/cu ft

6.6 Please indicate the total number of retrievals (reference requests) handled in the state records center during the reporting period:

- a. Total paper and other hard copy retrievals (reference requests) _____ retrievals
- b. Total electronic records retrievals
(transfers and/or backup copies of computer tapes) _____ retrievals

SECTION 7:

DESCRIPTION AND ACCESS (access to information about archival holdings)

7.1 Please indicate the volume of state archives holdings arranged and described during FY2004 at the series level or lower:

_____ linear/cubic feet, which comprise _____ series

7.2 What percentage of total state archives holdings are currently described at the following levels: (Each series should be reported in only one category. Although records described at the "detailed" level can also be assumed to be described at the "basic" and "mid" levels, they should only be counted in "c" below.)

- a. Basic level: core descriptions only, e.g., title, dates, quantity _____ %
- b. Mid-level: in addition to basic-level elements (above), these include more complete information about the creating agency and contents of the records, e.g., scope notes, biographical/organizational history notes _____ %
- c. Detailed level: specialized, in-depth finding aids prepared to facilitate access to individual items, names, or topics, including name indexes, item lists, calendars _____ %
- d. Other, including undescribed holdings (please explain in 7.3) _____ %

7.3 If you indicated that a portion of your state archives holdings are described at some other level of description (7.2d), please explain:

7.4 For what percentage of total archival holdings are descriptions available through each of the following types of finding aids at the series level?

Paper-based finding aids

- a. E.g., repository guides, series descriptions, indexes, folder lists _____ %

Databases or finding aids generated by your own repository and available for use on site

- b. Accessible to the public _____ %
- c. For staff use only _____ %

Searchable databases or finding aids, available remotely

- d. On CD-ROM or other removable media _____ %
- e. On agency's own website _____ %
- f. On another organization's website _____ %
- g. Through RLIN _____ %
- h. Through OCLC _____ %
- i. Through a statewide or regional network _____ %

**SECTION 8:
REFERENCE IN THE STATE ARCHIVES**

(access to and use of the records themselves or information in those records)

Note **If you are reporting for a Records Management Program only**, please skip to 9.1.

8.1 How many requests for information about or to use archival records were received during the reporting period in the following categories:

- a. Regular mail _____ letters
- b. Electronic mail _____ requests
- c. In person (count an individual only once each day; if an individual visits several days in a row, count each day as a separate visit) _____ daily visits
- d. By telephone _____ calls
- e. On-line chat _____ calls

8.2 If you have the following statistics available for traffic on your agency's website, please supply these figures for FY2004.

- a.. Number of unique visitors _____ individuals
- b. Average length of stay _____ minutes

8.3 Please estimate the percentage of total usage of your government records holdings for each of the following purposes.

- | | Percent of total use |
|---|----------------------|
| a Administrative use by government agencies | _____ % |
| b Genealogy | _____ % |
| c Local history | _____ % |
| d Scholarly research/publication | _____ % |
| e Undergraduate class work | _____ % |
| f High school/elementary school projects | _____ % |
| g Property/legal research | _____ % |

h Other _____%

8.4 How do you make actual records or information from those records available via the Internet?
(check all that apply)

- a. Memory project or digital collection compiled and managed by your own agency
- b. Memory project or digital collection managed by another organization
- c. Web exhibit compiled and managed by your own agency
- d. Web exhibit compiled managed by another organization
- e. Teaching packets that include images of documents along with curricula, lesson plans
- f. Other images of documents/records
- g. Transcripts of documents/records
- h. Contents of textual records converted to searchable database
- i. Other online source for access to actual archival records or information from those records
(please specify in 8.5)

8.5 Please describe the nature of other online source (8.4i)

8.6. Performance standards for responding to reference. In the questions that follow, we ask if your agency has a standard in place for the amount of time within which a customer or user can expect to receive a response and, if such a standard exists, what the target response time is for each category of reference requests.

8.7 Is there a performance standard in place for **mail requests**? (check one)

- Yes
- No, but one is in development (skip to 8.9)
- No (skip to 8.9)

8.8 If a performance standard is in place for **mail requests**,

- a. What is the target response time? _____
- b. What percent of requests meet this standard? _____ %

8.9 Is there a performance standard in place for **in-person reference**? (check one)

- Yes
- No, but one is in development (skip to 8.11)
- No (skip to 8.11)

8.10 If a performance standard is in place for **in-person reference**,

- a. What is the target response time? _____
- b. What percent of requests meet this standard? _____ %

8.11 Is there a performance standard in place for **questions from state government agencies?** (check one)

- Yes
- No, but one is in development (skip to 8.13)
- No (skip to 8.13)

8.12 If a performance standard is in place for **questions from state government agencies**,

- a. What is the target response time? _____
- b. What percent of requests meet this standard? _____ %

8.13 Is there a performance standard in place for **other reference requests?** (check one)

- Yes
- No, but one is in development (skip to 8.15)
- No (skip to 8.15)

8.14 If a performance standard is in place for **other reference requests**,

- a. What is the target response time? _____
- b. What percent of requests meet this standard? _____ %

8.15. If you have comments or additional information about your agency's reference performance standards, please enter them here.

**SECTION 9:
PRESERVATION ACTIVITIES AND POLICIES**

9.1 Which of the following conservation treatments does your agency perform for itself or other organizations and which, if any, have been outsourced? (check all that apply)

Treatment.	a Performed in-house. on own holdings.	b Performed in-house. for other organizations.	c Treatments for own holdings are outsourced
1. Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|--------------------|--------------------------|--------------------------|--------------------------|
| 2. Deacidification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Mending | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Rebinding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Rehousing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Encapsulation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9.2 Does your agency have a written, long-range preservation plan for the care of your holdings? (check one)

- Yes
- No, one is being developed (skip to 9.5)
- No, but preservation is included in overall long-range plan for the agency (skip to 9.5)
- No (skip to 9.5)
- Don't know (skip to 9.5)

9.3 Is your agency's long-range preservation plan up-to-date? (check one)

- Yes
- No
- Don't know (skip to 9.5)

9.4. When was your agency's long-range preservation plan last updated?

_____ (yyyy)

9.5 Does your state have a statewide preservation plan?

- Yes
- No, one is being developed (skip to 9.9)
- No, but preservation is included in overall long-range plan for the agency (skip to 9.9)
- No (skip to 9.9)
- Don't know (skip to 9.9)

9.6 Which agency is primarily responsible for administering the statewide preservation plan? (check one)

- State archives
- State library
- Other (please specify in 9.7)

9.7 If you checked "Other" in 9.6, please name the agency that is primarily responsible for administering the statewide preservation plan

9.8 What other agencies participate in developing and maintaining the statewide preservation plan?

9.9 Does your agency consider microfilm to be a permanent preservation medium? (check one)

- Yes
- No

9.10 Does your agency consider scanned digital images to be a permanent preservation medium? (check one)

- Yes
- No

9.11 Are you converting electronic data directly to microfilm or scanned images to microfilm? (check one)

- Yes
- No

9.12 Do you have a digitization plan and a digital preservation plan? (check one)

- Yes
- No, but one is in development
- No

9.13 What criteria do you use to determine what will be digitized.

**SECTION 10:
FACILITIES**

10.1 In the **principal state archives facility**, what percentage of total archival storage areas is equipped to provide the following environmental controls?

- a. Year-round temperature controls _____ %
- b. Year-round humidity controls _____ %
- c. Fire detection _____ %
- d. Fire suppression _____ %
- e. Water detection _____ %
- f. Pest control _____ %

10.2 What standards are these controls designed to meet? (check all that apply)

- None
- ANSI
- National Fire Protection Association
- Other (specify in 10.3)

10.3 If you checked "Other" in 10.2, please describe what other environmental controls you have in place for your state archives facility.

10.4 In the **principal state archives facility**, what security measures do you have in place for each of the designated areas (check all that apply)?

	a. Public use areas/ reading rooms	b. Stacks	c. Staff work areas
Registration (sign in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID cards for staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID cards for visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security cameras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card key locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.5 What other security measures do you have in place for your **principal state archives facility**?

10.6 In the facility used as the **principal state records center**, what percentage of total storage areas is equipped to provide the following environmental controls?

- a. Year-round temperature controls _____ %
- b. Year-round humidity controls _____ %
- c. Fire detection _____ %
- d. Fire suppression _____ %
- e. Water detection _____ %
- f. Pest control _____ %

10.7 What standards are these controls designed to meet? (check all that apply)

- None
- ANSI
- National Fire Protection Association
- Other (specify in 10.8)

10.8 If you checked "Other" in 10.7, please describe what other environmental controls you have in place for your state records center.

If you indicated in 6.1 that your agency operates the state records center, please answer 10.9-10.10. Otherwise, skip to 11.1.

10.9 In the facility used as the **principal state records center**, what security measures do you have in place and what portion of the following areas are adequately covered?

	a. Public areas	b. Stacks/storage	c. Staff work areas
Registration (sign in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID cards for staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID cards for visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security cameras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|----------------|--------------------------|--------------------------|--------------------------|
| Manual locks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Card key locks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10.10 What other security measures do you have in place for your **principal state records center**?

SECTION 11: DISASTER PLANNING

11.1 Does your agency have a written disaster plan?

- Yes
- No, but one is being developed (skip to 11.4)
- No, but preservation is included in overall long-range plan for the agency (skip to 11.4)
- No (skip to 11.4)
- Don't know (skip to 11.4)

11.2 Is your agency's disaster plan up-to-date?

- Yes (answer 12.3)
- No (answer 12.3)
- Don't know (skip to 12.4)

11.3 When was your agency's disaster plan last updated?

_____ (yyyy)

11.4 Does your state have a statewide disaster plan that includes provisions for salvaging records?

- Yes (answer 11.5-11.7)
- No, one is being developed (skip to 11.8)
- No, but preservation is included in overall long-range plan for the agency (skip to 11.8)
- No (skip to 11.8)
- Don't know (skip to 11.8)

11.5 Which agency is primarily responsible for administering the plan?

- State archives/records management
- State library
- State emergency management agency

Other (specify in 11.6)

11.6 If you checked "Other" in 11.5, please name the agency that is primarily responsible for administering the statewide preservation plan:

11.7 What other agencies participate in developing and maintaining the statewide disaster plan? (name them)

11.8 Does your state have a disaster response team for responding to emergencies in public and private archival repositories? (check one)

- Yes (answer 11.9-11.11)
- No (skip to 12.1)
- Don't know (skip to 12.1)

11.9 Which agency administers the disaster response team?

11.10 What other agencies participate in the team?

11.11 Are archives/records management personnel members of the team? (check one)

- Yes
- No
- Don't know

**SECTION 12:
PLANNING AND EVALUATION FOR STATE ARCHIVES AND/OR
RECORDS MANAGEMENT PROGRAM**

12.1 Does your agency have a strategic plan in place?

- Yes, we have one developed specifically for our program
- Yes, it is included in the strategic plan for our parent agency
- No, one is being developed (skip to 12.6)
- No (skip to 12.6)

12.2 Is your agency's strategic plan up-to-date?

- Yes
- No
- Don't know (skip to 12.6)

12.3 When was your agency's strategic plan last updated?

_____ (yyyy)

12.4 If your agency's strategic plan is available online, please provide the URL:

http:// _____

12.5 To what extent is your agency's activity guided by the strategic plan? (check one)

- Often
- Occasionally
- Rarely
- Never

12.6 Do you have any records-related initiatives planned in the next 2 to 3 years?

- Yes (please explain in 12.7):
- No (skip to 12.8)

12.7 If you answered "Yes" to 12.6, please explain briefly the records-related initiative(s) you have planned in the next 2 to 3 years:

12.8 What are the **three most important issues** or concerns facing your agency in the next 2 to 3 years?

a.

b.

c.

**SECTION 13:
STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB)
ORGANIZATION AND ADMINISTRATION**

13.1 Does your state have a State Historical Records Advisory Board (SHRAB)?

- Yes, and the reporting agency administers the SHRAB
- Yes, but another agency administers the SHRAB (skip to 14.1)
- No, but we are working to establish one (skip to 14.1)
- No (skip to 14.1)

13.2 How is the SHRAB established (i.e., what is its legal mandate)?

- In statute
- By regulation
- By Executive Order
- Other (please explain in 13.3)

13.3 If you answered "Other" in 13.2, please explain in what other way your SHRAB is legally established?:

13.4 Does the SHRAB have bylaws?

- Yes
- No
- Don't know

13.5 What legally mandated responsibilities does the SHRAB have beyond its role in NHPRC grant review? (check all that apply)

- a. Serves as State Records Commission/Board
- b. Serves as Local Records Commission/Board
- c. Administers a state-funded regrant program
- d. Other (please specify in 13.6)

13.6 If you answered "Other" in 13.5d, please explain what other responsibilities your SHRAB has:

13.7 During FY2004, how much did your SHRAB receive from the following sources?

Grant funds

- a. NHPRC grant for SHRAB administration \$ _____
- b. NHPRC regrant \$ _____
- c. Other NHPRC grant \$ _____
- d. Other federal grant funds \$ _____
- e. Private/foundation grant funds \$ _____

Other sources

- f. Direct funding from the state \$ _____
- g. Other sources (specify in 13.8) \$ _____

13.8 If you supplied an amount for "Other sources" in 13.7g, please explain what other sources of funding your SHRAB has:

13.9 How were SHRAB funds allocated?

- a. Board travel \$ _____
- b. Other administrative costs \$ _____
- c. Grants \$ _____
- d. Re-grants \$ _____
- e. Publications \$ _____
- f. Educational activities \$ _____
- g. Outreach \$ _____
- h. Other (specify in 13.10) \$ _____

13.10 If you supplied an amount for "Other" in 13.9h, please explain how the other allocations of SHRAB funds were made:

13.11 How much staff time did the State Archives provide in support of the SHRAB in FY2004?
(please provide average or typical FTE counts for each of the following positions)

State Coordinator/ Deputy Coordinator

- a. For ongoing administration & grant review _____ FTEs
- b. For special projects funded by NHPRC grants _____ FTEs

Other staff

- c. For ongoing administration & grant review _____ FTEs
- d. For special projects funded by NHPRC grants _____ FTEs

13.12 Which of the following does your SHRAB use in publicizing programs or encouraging applications?
(check all that apply)

- a. Publicity materials
- b. Advertisements in archival periodicals
- c. Referral by state/local archivists/records management personnel

- d. Presentations at archival association meetings, local government meetings, historical society meetings
- e. Assistance in writing proposals
- f. Pre-application reviews
- g. Grant-writing workshops
- h. Other (specify in 13.13)

13.13 If you answered "Other" in 13.12h, please explain what other methods the SHRAB uses to publicize programs or encouraging applications:

13.14 Does the SHRAB follow established NHRPC criteria when reviewing grants?

- Always
- Usually
- Seldom
- Never

13.15 Is a copy of each NHRPC grant recipient's final report to the NHRPC provided to the SHRAB?

- Always
- Usually
- Seldom
- Never

13.16 What kinds of NHRPC grants has your SHRAB itself received? (check all that apply)

- a. Administrative grants
- b. Re-grants
- c. Grants for programs or projects other than SHRAB administration and/or re-grants
- d. Our SHRAB has not received any NHRPC grants (skip to 13.20)

13.17 Have the programs originally funded with NHRPC grants been sustained with other funds?

- Yes

No (skip to 13.20)

13.18 What is the source for the ongoing funding for the program(s) started by NHPRC grant(s)?

13.19 In what ways has the SHRAB been able to use NHPRC grants to leverage money to develop programs or resources in the state (e.g. Local Records Program, new buildings)?

13.20 Does your SHRAB have a website of its own or a section on your agency's website?

- Yes (please provide URL in 13.21)
- No, but one is in development (skip to 14.1)
- No (skip to 14.1)

13.21 If you answered "Yes" in 13.20, please provide the URL for your SHRAB's website or webpage:

http:// _____

**SECTION 14:
OUTREACH AND PUBLIC EDUCATION**

NOTE: IF YOUR STATE DOES NOT HAVE A SHRAB OR ANOTHER AGENCY ADMINISTERS THE SHRAB, please leave column "b" check boxes blank in Questions 14.1-14.5.

In Questions 14.1-14.5, please indicate which of the following activities are sponsored or conducted by your agency and/or your State Historical Records Advisory Board (SHRAB) (check all that apply).

	a State Archives/ State Records Mgt	b SHRAB
14.1 Workshops/training for the general public or other external audiences on:		
Genealogical research	<input type="checkbox"/>	<input type="checkbox"/>
Use of documents in the classroom	<input type="checkbox"/>	<input type="checkbox"/>
State history	<input type="checkbox"/>	<input type="checkbox"/>

	a State Archives/ State Records Mgt	b SHRAB
14.2 Conferences for		
Archivists	<input type="checkbox"/>	<input type="checkbox"/>
Records managers	<input type="checkbox"/>	<input type="checkbox"/>
State employees	<input type="checkbox"/>	<input type="checkbox"/>
Local government officials	<input type="checkbox"/>	<input type="checkbox"/>
Administrators/volunteers in local historical societies	<input type="checkbox"/>	<input type="checkbox"/>
Historians	<input type="checkbox"/>	<input type="checkbox"/>
Genealogists	<input type="checkbox"/>	<input type="checkbox"/>

	a State Archives/ State Records Mgt	b SHRAB
14.3 Tours of state archives and/or records facilities for:		
School groups	<input type="checkbox"/>	<input type="checkbox"/>
General public	<input type="checkbox"/>	<input type="checkbox"/>

	a State Archives/ State Records Mgt	b SHRAB
14.4 Newsletters or other regular publications (paper or electronic) produced by reporting agency for:		
State agencies/records managers	<input type="checkbox"/>	<input type="checkbox"/>
Local government agencies/records managers	<input type="checkbox"/>	<input type="checkbox"/>
Members of friends organizations	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers	<input type="checkbox"/>	<input type="checkbox"/>
Elementary/high school teachers	<input type="checkbox"/>	<input type="checkbox"/>
Genealogists	<input type="checkbox"/>	<input type="checkbox"/>
General public	<input type="checkbox"/>	<input type="checkbox"/>

	a State Archives/ State Records Mgt	b SHRAB
14.5 Programs or services for teachers to facilitate use of archival documents in the classroom:		
Teaching packets	<input type="checkbox"/>	<input type="checkbox"/>
Section for teachers on our website	<input type="checkbox"/>	<input type="checkbox"/>
Publications for teachers on using archives	<input type="checkbox"/>	<input type="checkbox"/>
Workshops	<input type="checkbox"/>	<input type="checkbox"/>
Staff/representatives available to visit classrooms in person	<input type="checkbox"/>	<input type="checkbox"/>

14.6 Has your agency and/or SHRAB received special recognition for its programs or services in the last five years?

- Yes (explain in 14.7)
- No (skip to 14.8)

14.7. If you answered "Yes" to 14.6, please describe briefly the nature of the special recognition received by your agency or SHRAB, including the source and reason for the recognition.

14.8 Does your agency or SHRAB sponsor an awards program or another form of recognition for achievement and/or support of state and local history?

- Yes (explain in 14.9)
- No, but we plan to develop one (skip to 14.10)
- No (skip to 14.10)

14.9 If you answered "Yes" to 14.8, please describe the nature of your agency's or SHRAB's award or recognition program (e.g., frequency, who is eligible, identities of recent recipients)

14.10 What is the nature of your press and public relations activity?

- Actively promote awareness of the work and programs of the agency or SHRAB through ongoing press contacts and public events
- Occasionally issue press releases or hold special events when warranted, but no formal or sustained program
- Respond to press inquiries when they come in, but do not routinely seek out press coverage
- Other (specify in 14.11)
- Don't know

14.11 If you answered "Other" in 14.10, please explain the nature of your agency's or SHRAB's other press and public relations activities:

14.12 How often do reports on activities sponsored by your State Archives and Records program appear in the media?

- Weekly
- Monthly
- Several times a year
- Annually
- Other (specify in 14.13)

14.13 If you answered "Other" in 14.12, please describe how often reports on activities sponsored by your State Archives and Records Program appear in the media:

14.14 If your state has a SHRAB, how often do reports on activities sponsored by your SHRAB appear in the media?

- Weekly
- Monthly
- Several times a year
- Annually
- Other (specify in 14.15)
- Our state does not have a SHRAB or it is administered by another agency

14.15 If you answered "Other" in 14.14, please describe how often reports on activities sponsored by your State Archives and Records Program appear in the media:

If you have other comments, suggestions, or additional information you would like to submit in conjunction with this survey, please send them to

Vicki Walch
COSHRC Program Director
Council of State Historical Records Coordinators
308 East Burlington Street, #189
Iowa City, IA 52240
319-338-0248

Email: vwalch@coshrc.org

Thank you for your participation!

2006 CoSA Survey of State Archives and Records Programs

Please return no later than September 8, 2006

"XXXXXXXX" indicates where comparable data from the FY2004 survey was inserted for each state's program

SECTION 1: INSTITUTIONAL DATA

(Please correct information in questions 1.1 through 1.4, if necessary)

1.1. State or territory reporting:

1.2 Name of administrative unit reporting

1.3 This report covers the following core function(s):

1.4 Our fiscal year ends on (month/day):

SECTION 2: FINANCES

2.1 Please provide the totals for your program during FY2006.

	Reported in FY2004	FY2006
a. Budget	\$ XXXXXXXX	\$ _____
b. Actual expenditures	\$ XXXXXXXX	\$ _____

2.2 Sources of funds. Please indicate the sources of funds used for developing your program's budget. Provide the total dollar amount of received from each source.

	Reported in FY2004	FY2006
a. Appropriations	\$ XXXXXXXX	\$ _____
b. Fees	\$ XXXXXXXX	\$ _____
c. Revolving funds	\$ XXXXXXXX	\$ _____
d. Trust funds	\$ XXXXXXXX	\$ _____
e. Grants	\$ XXXXXXXX	\$ _____
f. Endowments.	\$ XXXXXXXX	\$ _____
g. Membership dues	\$ XXXXXXXX	\$ _____
h. Other (specify in 2.3)	\$ XXXXXXXX	\$ _____

2.3 If your program had "Other" sources of funds (2.2h), please describe them:

FY2006: _____

2.4 In Question 2.1, above, you specified your total expenditures in FY2006. Please indicate how these expenditures were allocated among the following three categories:

	FY2004	FY2006
a. Personnel	XXX %	_____ %
b. Operations	XXX %	_____ %
c. Capital	XXX %	_____ %

2.5 The total budget/expenditures indicated in 2.1, above, cover the following functions (check all that apply):

	FY2004	FY2006
a. Records management	[]	[]
b. Archives	[]	[]
c. Local government records	[]	[]
d. Grants	[]	[]
e. Building construction or renovation	[]	[]
f. Major equipment/real estate purchases	[]	[]
g. Other one-time or nonrecurring expenses (please specify in 2.6)	[]	[]
h. Other (please specify in 2.7)	[]	[]

2.6 If your program had "Other one-time or nonrecurring" expenses (2.5g), please describe them:

FY2006: _____

2.7 If your program had "Other" expenses (2.5h), please describe them:

FY2006: _____

**SECTION 3:
STAFFING**

3.1 Please give number of FTEs for paid staff in the following categories at end of FY2006.

		Close of FY2004	Close of FY2006
-			
Records management	Administration/management	XXXXXX FTEs	_____ FTEs
	Professional	XXXXXX FTEs	_____ FTEs
	Technical	XXXXXX FTEs	_____ FTEs
	Support/clerical	XXXXXX FTEs	_____ FTEs
-			
Archives	Administration/management	XXXXXX FTEs	_____ FTEs
	Professional	XXXXXX FTEs	_____ FTEs
	Technical	XXXXXX FTEs	_____ FTEs
	Support/clerical	XXXXXX FTEs	_____ FTEs
-			
Other	Administration/management	XXXXXX FTEs	_____ FTEs
	Professional	XXXXXX FTEs	_____ FTEs
	Technical	XXXXXX FTEs	_____ FTEs
	Support/clerical	XXXXXX FTEs	_____ FTEs
-			

3.2 Of your total paid staff FTEs, approximately how many were allocated to the following functional areas on June 30, 2006?

		Close of FY2004	Close of FY2006
Electronic records	Administration/management	XXXXXX FTEs	_____ FTEs
	Professional	XXXXXX FTEs	_____ FTEs
	Technical	XXXXXX FTEs	_____ FTEs
	Support/clerical	XXXXXX FTEs	_____ FTEs
-			
Preservation	Administration/management	XXXXXX FTEs	_____ FTEs

Professional	XXXXXX FTEs	_____ FTEs
Technical	XXXXXX FTEs	_____ FTEs
Support/clerical	XXXXXX FTEs	_____ FTEs

-

**SECTION 4:
RECORDS-RELATED AUTHORITY AND SERVICES**

4.1 Total volume of records scheduled for both disposal and permanent retention in FY2006.

	FY2004	FY2006
Total number of linear/cubic feet	XXXXXX	_____
Number of series	XXXXXX	_____
Number of agencies	XXXXXX	_____

**SECTION 5:
ARCHIVES HOLDINGS**

For many types of records, we give you the option of reporting them in either number of items or linear feet. However, do not report an item or group of materials more than once. For instance, if you know the number of photographs as well as the linear feet they occupy, give one or the other, not both.

Use the following approximations, if necessary, to estimate total number of linear feet:

- 1 Hollinger box/document case (approx. 12"x5"x10") = 0.5 lin/cu ft
- 1 record center carton (approx. 15"x12"x10") = 1 lin/cu ft
- 1 transfer carton (approx. 24"x12"x10") = 2 lin/cu ft
- 1 filing cabinet drawer = 2 lin/cu ft

5.1 Total volume of all records held by state archives at close of FY2006.

	FY2004	FY2006
State government records	XXXXXX	_____ lin/cu ft
Local government records	XXXXXX	_____ lin/cu ft
Nongovernment records	XXXXXX	_____ lin/cu ft
Total, all archives holdings	XXXXXX	_____ lin/cu ft

5.2 Total volume of all records accessioned by state archives during FY2006.

	FY2004	FY2006
State government records	XXXXXX	_____ lin/cu ft
Local government records	XXXXXX	_____ lin/cu ft
Nongovernment records	XXXXXX	_____ lin/cu ft

Total, all accessions XXXXXX _____ lin/cu ft

5.3 Does the state archives hold and/or is it accessioning electronic records?

[] Yes

[] No

If yes, how many or what volume of electronic records does the state archives hold?

(please explain the units of measurement used if necessary)

**SECTION 6:
RECORDS CENTER HOLDINGS AND SERVICES**

6.1 Total volume of all records held by state records center at close of FY2006.

	FY2004	FY2006
State government records	XXXXXX	_____ lin/cu ft
Local government records	XXXXXX	_____ lin/cu ft
Nongovernment records	XXXXXX	_____ lin/cu ft
Security microfilm (10 reels = 1 lin/cu ft)	XXXXXX	_____ lin/cu ft

**SECTION 7:
DESCRIPTION AND ACCESS** (access to information about archival holdings)

7.1 Volume of records arranged and described during FY2006 at the series level or lower:

FY2004: XXXXXX lin/cu ft which comprise XXXXXX series

FY2006: _____ lin/cu ft which comprise _____ series

7.2a For what percentage of total archival holdings are descriptions available via the Internet?

	FY2004	FY2006
On agency's own website	XXX %	_____ %
Through RLIN	XXX %	_____ %
Through OCLC	XXX %	_____ %
Through a statewide or regional network	XXX %	_____ %
Other source (explain below)		_____ %

7.2b Explanation of other sources

FY2006: _____

7.3a How do you make actual records or information from those records available via the Internet?

	FY2004	FY2006
Memory project, digital collection, and/or Web exhibit	[]	[]
Teaching packets that include images/transcripts of documents along with curricula, lesson plans	[]	[]
Other images of documents/records	[]	[]
Transcripts of documents/records	[]	[]
Contents of textual records converted to searchable databases	[]	[]
Other online sources of access to actual records or information from records (explain below)	[]	[]

7.3b Explanation of other sources

FY2004: XXXXXX

FY2006: _____

**SECTION 8:
 REFERENCE IN THE STATE ARCHIVES**

(access to and use of the records themselves or information in those records)

8.1 How many requests for information about or to use archival records were received during FY2006 in the following categories:

	FY2004	FY2006
Regular mail, total number of letters	XXXXXX	_____
Electronic mail, total number of requests	XXXXXX	_____
In person, total number of daily visits (count an individual only once each day; if an individual visits several days in a row, count each day as a separate visit)	XXXXXX	_____
By telephone, total number of calls	XXXXXX	_____

8.2 If you have the following statistics available for traffic on your agency's website, please supply these figures for FY2006.

	FY2004	FY2006
Number of unique visitors (individuals)	XXXXXX	_____
Average length of stay in minutes	XXXXXX	_____

SECTION 9:
PRINCIPAL STATE ARCHIVAL FACILITY (used for storage of permanent records)

9.1. Year constructed _____

9.2 Year(s) of major renovation _____

9.3 Floor space (square feet) allocated to:

a. Records storage _____ sq. ft.

b. Public space (including reading room, exhibit areas
classrooms, meeting rooms, auditoriums) _____ sq. ft.

c. Staff offices and work areas _____ sq. ft.

d. TOTAL floor space for entire building _____ sq. ft.

9.4. Total storage capacity (cubic/linear feet of records) _____ cubic/lin. ft.

9.5 Percentage of total storage capacity (9.4) now occupied _____ %

9.6 When do you expect current facilities to be full?

[] Already full to capacity

[] Within 5 years

[] 5-10 years

[] 10+ years

9.7 Is additional construction planned?

[] No

[] Yes, pending approval and/or funding

[] Yes, new building. Construc

[] Yes, major renovation or addition. Construc

[] Other (explain): _____

-

9.8 The principal state archival facility is

[] Owned by archival agency or its parent agency

[] Rented by archival agency

[] Partly owned and partially rented

9.9 Are facilities in addition to principal archival facility also used for archival storage?

- No
- Yes

9.10 If yes, indicate whether these facilities are

- Owned
- Rented
- Other (explain): _____

9.11 What percentage of total holdings is stored outside primary facility? _____ %

**SECTION 10:
ISSUES AND INITIATIVES**

10.1 Please explain briefly any records-related initiative(s) you have planned in the next 2 to 3 years:

Initiatives cited in FY2004:

XX

10.2 What are the three most important issues or concerns facing your agency in the next 2 to 3 years?

- a. _____
- b. _____
- c. _____

Most important issues or concerns cited in FY2004:

XX

Comments:

REPORT COMPILED BY

Name _____

Title _____

Address _____

Phone _____ Voice _____ Fax _____

Email address _____

Head of reporting agency [if not the same as above]:

Name _____

Title _____

Address _____

Phone _____ Voice _____ Fax _____

Email address _____

APPENDIX E: DIRECTORY OF STATE ARCHIVISTS AND RECORDS MANAGERS

February 2007

This directory is current as of January 2007. An up-to-date directory of all state archivists and records managers is available on the Council of State Archivists website at <http://www.statearchivists.org/statearchivists.htm>.

State Archives	State Records Management (if separate program)
ALABAMA	
<p>Edwin Bridges, Director Alabama Department of Archives and History PO Box 300100, Montgomery, AL 36130-0100 Telephone: 334-242-4441; Fax: 334-240-3125 Email: ed.bridges@archives.alabama.gov</p> <p>Alabama Department of Archives and History http://www.archives.state.al.us/</p>	<p>Tracey Berezansky Assistant Director for Government Records Alabama Department of Archives and History PO Box 300100, Montgomery, AL 36130-0100 Telephone: 334-242-4452; Fax: 334-240-3125 Email: tracey.berezansky@archives.alabama.gov</p> <p>Alabama Department of Archives and History http://www.archives.state.al.us/</p>
ALASKA	
<p>Ken Nail, State Archivist Alaska State Archives Department of Education & Early Development 141 Willoughby Avenue, Juneau, AK 99801-1720 Telephone: 907-465-2275; Fax: 907-465-2465 Email: ken_nail@eed.state.ak.us</p> <p>Alaska Division of Libraries and Archives http://www.archives.state.ak.us</p>	<p>Dean Dawson, Records Analyst 1 Alaska State Archives Department of Education & Early Development 141 Willoughby Avenue, Juneau, AK 99801-1720 Telephone: 907-465-2276 Email: dean_dawson@eed.state.ak.us</p>
ARIZONA	
<p>GladysAnn Wells, Director Arizona State Library, Archives & Public Records 1700 West Washington, Room 200 Phoenix, AZ 85007 Telephone: 602-542-4035; Fax: 602-542-4972 Email: gawells@lib.az.us</p> <p>Melanie Sturgeon, Director History and Archives Division Phone: 602-542-4159; Fax: 602-542-4402 Email: msturgeo@lib.az.us</p> <p>Arizona History and Archives Division http://www.lib.az.us/archives/</p>	<p>Laurie Sletten, Director Records Management Division Arizona State Library, Archives & Public Records 1919 West Jefferson Phoenix, AZ 85009 Phone: 602-542-3741; Fax: 602-542-3890</p>
ARKANSAS	
<p>Wendy Richter Director and State Historian Arkansas History Commission One Capitol Mall, Little Rock, AR 72201 Telephone: 501-682-6900; Fax: 501-682-6916 Email: wendy.richter@arkansas.gov</p> <p>Arkansas History Commission http://www.ark-ives.com/</p>	

CALIFORNIA	
<p>Nancy Zimmelman, Director California State Archives 1020 O Street, Sacramento, CA 95814 Telephone: 916-653-0401; Fax: 916-653-7134 Email: nzimmelm@ss.ca.gov</p> <p>California State Archives http://www.ss.ca.gov/archives/archives.htm</p>	<p>Jack E. Fort, Records Management Consultant California Records and Information Management Program (CalRIM) Office of State Publishing 344 North Seventh Street, Sacramento, CA 95814-0212 Telephone: 916-322-1727; Fax: 916-322-1014 Email: jack.fort@dgs.ca.gov</p> <p>Records and Information Management Program http://www.osp.dgs.ca.gov/recs/default.htm</p>
COLORADO	
<p>Terry Ketelsen, State Archivist Colorado State Archives 1313 Sherman Street, Room 1B-20 Denver, CO 80203 Telephone: 303-866-2550; Fax: 303-866-2257 Email: terry.ketelsen@state.co.us</p> <p>Colorado State Archives http://www.colorado.gov/dpa/doit/archives/</p>	
CONNECTICUT	
<p>Mark H. Jones, State Archivist Connecticut State Library 231 Capitol Avenue Hartford, CT 06106 Telephone: 860-757-6511; Fax: 860-757-6542 Email: mjones@cslib.org</p> <p>Connecticut State Archives http://www.cslib.org/archives.htm</p>	<p>Eunice DiBella, Public Records Administrator Supervisor of Record Services for State Agencies State Record Center 198 West Street, Rocky Hill, CT 06067 Tel: 860-757-6540; Fax: 860-757-6542 Email: edibella@cslib.org</p> <p>http://www.cslib.org/opra.htm</p>
DELAWARE	
<p>Russell McCabe State Archivist and Records Administrator Delaware Public Archives 121 Duke of York Street Dover, DE 19901 Telephone: 302-744-5000; Fax: 302-739-8436 Email: russ.mccabe@state.de.us</p> <p>Delaware Public Archives http://www.state.de.us/sos/dpa/</p>	<p>James R. Frazier, CRM Manager, Government Services Delaware Public Archives 121 Duke of York Street Dover, DE 19901 Telephone: 302-744-5000; Fax: 302-739-2578 Email: james.frazier@state.de.us</p>
DISTRICT OF COLUMBIA	
<p>Clarence Davis, Public Records Administrator DC Public Records/Archives 1300 Naylor Court, NW Washington, DC 20001 Telephone: 202-671-1108; Fax 202-727-6076 Email: clarence.davis@dc.gov</p> <p>Office of Public Records http://os.dc.gov/os/cwp/view.asp?a=1207&Q=522721&osNav= 31376 </p>	

FLORIDA	
<p>Jim Berberich, Program Manager Information Resources Management State Library and Archives of Florida Department of State, The Capitol Tallahassee, FL 32399-0250 Telephone: 850-245-6700 x4701; Fax: 850-488-4894 Email: jberberich@dos.state.fl.us</p> <p>State Library and Archives of Florida http://dlis.dos.state.fl.us/</p>	
GEORGIA	
<p>David Carmicheal, Director The Georgia Archives 5800 Jonesboro Road, Morrow, GA 30260-1101 Telephone: 678-364-3714; Fax: 678-364-3859 Email: dcarmicheal@sos.state.ga.us</p> <p>The Georgia Archives http://www.sos.state.ga.us/archives/</p>	
HAWAII	
<p>Susan E. Shaner, State Archivist Hawaii State Archives, Iolani Palace Grounds Honolulu, HI 96813 Telephone: 808-586-0310; Fax: 808-586-0330 Email: susan.e.shaner@hawaii.gov</p> <p>Hawaii State Archives http://www.hawaii.gov/dags/divisions/archives_division</p>	
IDAHO	
<p>Steve Walker, State Archivist Idaho Public Archives and Research Library 2205 East Old Penitentiary Road, Boise, ID 83712-8250 Telephone: 208-334-2620 or 208-514-2323 (state archivist's direct line) Fax: 208-334-2626 Email: steve.walker@ishs.idaho.gov</p> <p>Public Archives and Research Library Collections http://www.idahohistory.net/library_collections.html#anch or%20state%20archives</p>	<p>Duane Bogstie, Records Management Supervisor State Record Center 5327 Kendall Street PO Box 83720, Boise, ID 83720-0070 Telephone: 208-327-7060; Fax: 208-327-7062 Email: dbogstie@adm.idaho.gov</p> <p>Division of Purchasing, State Record Center http://adm.idaho.gov/purchasing/record_cnt.htm</p>
ILLINOIS	
<p>David A. Joens, Director Illinois State Archives, Office of the Secretary of State Norton Building, Capitol Complex, Springfield, IL 62756 Telephone: 217-782-3492; Fax: 217-524-3930 Email: djoens@ilsos.net</p> <p>Elaine S. Evans, Deputy SHRAB Coordinator Illinois State Archives</p> <p>Illinois State Archives http://www.cyberdriveillinois.com/departments /archives/archives.html</p>	

INDIANA	
<p>Jim Corridan, State Archivist and Director Indiana Commission on Public Records IGCS W472, 402 W. Washington St., Room W472 Indianapolis, IN 46204 Telephone: 317-591-5222 Email: jcorridan@icpr.state.in.gov</p> <p>State Archives Division http://www.state.in.us/icpr/archives/</p>	
IOWA	
<p>Gordon Hendrickson, State Archivist State Historical Society of Iowa 600 East Locust Des Moines, IA 50319 Telephone: 515-281-8875; Fax: 515-282-0502 Email: gordon.hendrickson@iowa.gov</p> <p>State Historical Society of Iowa, Archives & History http://www.iowahistory.org/archives/index.html</p>	
KANSAS	
<p>Patricia Michaelis, Director Library and Archives Division Kansas State Historical Society 6425 SW 6th Avenue Topeka, KS 66615-1099 Telephone: 785-272-8681, ext. 270; Fax: 785-272-8682 Email: pmichaelis@kshs.org</p> <p>Matt Veatch, State Archivist Library and Archives Division Kansas State Historical Society Telephone: 785-272-8681, ext 271 Email: mveatch@kshs.org</p> <p>State Archives http://www.kshs.org/research/collections/documents/govtrecords/index.htm</p>	<p>Cynthia Laframboise State Records Manager Kansas State Historical Society Library and Archives Division 6425 SW 6th Avenue Topeka, KS 66615-1099 Telephone: 785-272-8681, ext. 288; Fax: 785-272-8682 Email: clframboise@kshs.org</p> <p>Records Management http://www.kshs.org/government/records/recordsmanagement.htm</p>
KENTUCKY	
<p>Richard Belding Public Records Division Kentucky Department for Libraries and Archives P.O. Box 537, Frankfort, KY 40602 Telephone: 502-564-8300, ext. 252 Fax: 502-564-5773 Email: richard.belding@ky.gov</p> <p>State Records Services http://www.kdla.ky.gov/recmanagement/state.htm</p>	

LOUISIANA	
<p>Renée Free, Deputy Undersecretary Archives Division Office of the Secretary of State PO Box 94125 Baton Rouge, LA 70821-9125 Telephone: 225-922-1200; Fax: 225-922-0433 Email: renee.free@sos.louisiana.gov</p> <p>Florent Hardy, Jr., State Archivist Archives Division Office of the Secretary of State Telephone: 225-922-1200; Fax: 225-922-0433 Email: florent.hardy@sos.louisiana.gov</p> <p>Louisiana State Archives http://www.sec.state.la.us/archives/archives/archives-index.htm</p>	<p>Nancy Vezinat, Records Administrator Archives Division Office of the Secretary of State PO Box 94125 Baton Rouge, LA 70804-9125 Telephone: 225-922-1224 Fax: 225-922-2513 Email: nvezinat@sos.louisiana.gov</p>
MAINE	
<p>James S. Henderson, State Archivist Maine State Archives State House Station 84, Augusta, ME 04333 Telephone: 207-287-5793; Fax: 207-287-5739 Email: james.henderson@maine.gov</p> <p>Maine State Archives http://www.state.me.us/sos/arc/</p>	
MARYLAND	
<p>Edward C. Papenfuse, State Archivist Maryland State Archives 350 Rowe Boulevard, Annapolis, MD 21401 Telephone: 410-260-6401; Fax: 410-974-3895 Email: edp@mdarchives.state.md.us</p> <p>Maryland State Archives http://www.mdarchives.state.md.us/</p>	<p>Richard Herring, State Records Administrator Dept of Gen'l Services, Procurement & Logistics Office Records Management Division PO Box 275, Jessup, MD 20794 Telephone: 410-799-1930 Email: richard.herring@dgs.state.md.us</p> <p>Office of Logistics and Special Projects, Records Management Division http://www.dgs.state.md.us/overview/logistics.htm</p>
MASSACHUSETTS	
<p>John D. Warner Jr., State Archivist Massachusetts Archives at Columbia Point 220 Morrissey Blvd., Boston, MA 02125 Telephone: 617-727-2816; Fax: 617-288-8429 Email: john.warner@state.ma.us</p> <p>Massachusetts Archives http://www.sec.state.ma.us/arc/</p>	

MICHIGAN	
<p>Sandra Sageser Clark, Director Michigan Historical Center Department of History Arts and Libraries 702 W. Kalamazoo, Lansing, MI 48909-8240 Telephone: 517-373-6362; Fax: 517-241-3647 Email: clarkss@michigan.gov</p> <p>Mark Harvey, State Archivist Telephone: 517-373-1415; Fax: 517-241-1568 Email: harveyem@michigan.gov</p> <p>Michigan Historical Center http://www.michiganhistory.org/</p>	<p>Debbie Gearhart, Director Records Management Services P.O. Box 30026 3405 N. Martin Luther King Jr. Blvd. Lansing, Michigan 48909 Phone: 517-335-9132; Fax: 517-335-9418 E-mail: gearhartd@michigan.gov</p>
MINNESOTA	
<p>Robert Horton, State Archivist Minnesota Historical Society 345 Kellogg Blvd. W., St. Paul, MN 55102-1906 Telephone: 651 259 3240; Fax: 651-296-9961 Email: robert.horton@mnhs.org</p> <p>Minnesota Historical Society, State Archives http://www.mnhs.org/statearchives</p>	
MISSISSIPPI	
<p>H. T. Holmes, Director Mississippi Department of Archives and History P.O. Box 571, Jackson, MS 39205-0571 Telephone: 601-576-6850; Fax: 601-576-6965 Email: hholmes@mdah.state.ms.us</p> <p>Julia Marks Young, Director Archives and Library Division Telephone: 601-576-6991; Fax: 601-576-6975 Email: jyoung@mdah.state.ms.us</p> <p>Department of Archives and History http://www.mdah.state.ms.us/</p>	<p>Bob Dent, Director Records Management Division Mississippi Department of Archives and History 200 North Street, Jackson, MS 39201-1808 Telephone: 601-576-6806 Email: bdent@mdah.state.ms.us</p>
MISSOURI	
<p>Kenneth Winn, State Archivist Office of Secretary of State, Missouri State Archives 600 West Main Street, PO Box 1747 Jefferson City, MO 65102 Telephone: 573-751-4717; Fax: 573-526-7333 Email: ken.winn@sos.mo.gov</p> <p>Missouri State Archives http://www.sos.mo.gov/archives/Default.asp</p>	

MONTANA	
<p>Jodie Foley, State Archivist Montana Historical Society PO Box 201201, Helena, MT 59620-1201 Telephone: 406-444-7482 Email: jofoley@mt.gov</p> <p>Research Center http://www.montanahistoricalsociety.org/</p>	<p>Patti Borsberry, State Records Manager Montana Records Management Bureau Office of the Secretary of State Room 260, Capitol, PO Box 202801 Helena MT 59620-2801 Telephone: 406-444-9009; Fax: 406-444-3976 Email: pborsberry@mt.gov</p> <p>Secretary of State, Records Management http://sos.state.mt.us/css/RMB/Contents.asp</p>
NEBRASKA	
<p>Andrea I. (Bunny) Faling, Associate Director Library/Archives, Nebraska State Historical Society Box 82554 Lincoln, NE 68501 Telephone: 402-471-4785; Fax: 402-471-8922 Email: bun@nebraskahistory.org</p> <p>Library/Archives Division http://www.nebraskahistory.org/lib-arch/index.htm</p>	<p>Bill Ptacek Records Management Division 440 S. 8th Street, Suite 210 Lincoln, NE 68508-2294 Telephone: 402-471-2559; Fax: 402-471-2406 Email: bill.ptacek@email.state.ne.us</p> <p>Secretary of State, Records Management Division http://www.sos.state.ne.us/admin/record_manage/</p>
NEVADA	
<p>Guy Louis Rocha Asst. Administrator for Archives and Records Nevada State Library & Archives 100 Stewart Street Carson City, NV 89701-4285 Telephone: 775-684-3317; Fax: 775-684-3311 Email: glrocha@clan.lib.nv.us</p> <p>Jeffrey M. Kintop, State Archives Manager Nevada State Library & Archives 100 Stewart Street Carson City, NV 89701-4285 775-684-3410; Fax: 775-684-3371 Email: jmkintop@clan.lib.nv.us</p> <p>Nevada State Archives http://dmla.clan.lib.nv.us/docs/nsla/archives/</p>	<p>Teri J. Mark, State Records Manager Nevada State Library & Archives 100 Stewart Street Carson City, NV 89701-4285 775-684-3323; Fax: 775-684-3326 Email: tjmark@clan.lib.nv.us</p>
NEW HAMPSHIRE	
<p>Frank C. Mevers, Director & State Archivist New Hampshire Division of Archives and Records Management 71 South Fruit Street Concord, NH 03301 Telephone: 603-271-2236; Fax: 603-271-2272 Email: fmevers@sos.state.nh.us</p> <p>New Hampshire Division of Archives and Records Management http://www.sos.nh.gov/archives/index.html</p>	<p>Brian Nelson Burford, State Records Manager New Hampshire Division of Archives and Records Management 71 South Fruit Street Concord NH 03301 Telephone: 603-271-2236; Fax: 603 271-2272 Email: bburford@sos.state.nh.us</p>

NEW JERSEY	
<p>Karl J. Niederer, Director New Jersey Division of Archives and Records Management Department of State 225 West State Street, P.O. Box 307 Trenton, NJ 08625-0307 Telephone: 609-984-3299; Fax: 609-292-9105 Email: karl.niederer@sos.state.nj.us</p> <p>New Jersey Division of Archives and Records Management http://www.njarchives.org/index.html</p>	
NEW MEXICO	
<p>Sandra Jaramillo, State Records Administrator New Mexico State Records Center and Archives 1205 Camino Carlos Rey Santa Fe, NM 87507 Telephone: 505-476-7911; Fax: 505-476-7901 Email: sandra.jaramillo@state.nm.us</p> <p>Commission of Public Records, New Mexico State Records Center and Archives http://www.nmcpr.state.nm.us/</p>	
NEW YORK	
<p>Christine W. Ward, State Archivist and Assistant Commissioner for Archives and Records New York State Archives Room 9D46, Cultural Education Center Albany, NY 12230 Telephone: 518-474-6926; Fax: 518-473-7058 Email: cward@mail.nysed.gov</p> <p>Kathleen D. Roe, Director Archives and Records Management Operations New York State Archives Telephone: 518-473-4254; Fax: 518-402-5372 kroe@mail.nysed.gov</p> <p>New York State Archives http://www.archives.nysed.gov/aindex.shtml</p>	
NORTH CAROLINA	
<p>Jesse R. (Dick) Lankford, Jr. State Archivist and Records Administrator North Carolina Office of Archives and History Department of Cultural Resources 4614 Mail Service Center, Raleigh, NC 27699-4614 Telephone: 919-807-7308; Fax: 919-733-1354 Email: jesse.lankford@ncmail.net</p> <p>North Carolina Division of Archives and History State Archives http://www.ah.dcr.state.nc.us/archives/default.htm</p>	

NORTH DAKOTA	
<p>Gerald G. Newborg, Director North Dakota State Archives and Historical Research State Historical Society of North Dakota 612 E Boulevard Avenue, Bismarck, ND 58505-0830 Telephone: 701-328-2668; Fax: 701-328-3710 Email: gnewborg@state.nd.us</p> <p>State Archives and Historical Research Library http://www.state.nd.us/hist/sal.htm</p>	<p>Becky L. Lingle Records Management Services North Dakota Information Technology Department North Dakota State Capitol 600 E Boulevard Avenue, Dept. 112 Bismarck, ND 58505 Telephone: 701-328-3585; Fax: 701-328-3000 Email: blingle@state.nd.us</p> <p>Records Management http://www.state.nd.us/itd/records/</p>
OHIO	
<p>William K. Laidlaw Jr., Executive Director Ohio Historical Society 1982 Velma Avenue, Columbus, OH 43211 Telephone: 614-297-2350; Fax: 614-297-2352 wlaidlaw@ohiohistory.org</p> <p>Jelain Chubb, State Archivist Ohio Historical Society 1982 Velma Avenue, Columbus, OH 43211 Telephone: 614-297-2589; Fax: 614 297-2546 Email: jchubb@ohiohistory.org</p> <p>Ohio Historical Society, Archives/Library http://www.ohiohistory.org/resource/archlib/</p>	<p>Mike Hardenbrook Records Management Analyst Department of Administrative Services General Services Division Department of Administrative Services 4200 Surface Road, Columbus OH 43228 Telephone: 614-466-1105 Email: mike.hardenbrook@das.state.oh.us</p> <p>General Services Division, State Records Management http://www.gsd.das.state.oh.us/gils/gils.html</p>
OKLAHOMA	
<p>Gary Harrington, Administrative Archivist Oklahoma Department of Libraries 200 NE 18th Street, Oklahoma City, OK 73105 Telephone: 405-522-3577; Fax: 405-525-7804 Email: gharrington@oltn.odl.state.ok.us</p> <p>Oklahoma Department of Libraries, State Archives and Records http://www.odl.state.ok.us/oar/index.htm</p>	<p>Jan Davis, Head Records Management Division Oklahoma Department of Libraries 422 E. Hill Street Oklahoma City, Oklahoma 73105 Telephone: 405-524-7559 Fax: 405-524-7567 Email: jdavis@oltn.odl.state.ok.us</p>
OREGON	
<p>Mary Beth Herkert, State Archivist Archives Division Office of the Secretary of State 800 Summer Street NE Salem, OR 97310 Telephone: 503-378-5196; Fax: 503-373-0953 Email: mary.e.herkert@state.or.us</p> <p>Oregon State Archives http://arcweb.sos.state.or.us/</p>	

PENNSYLVANIA	
<p>Barbara Franco, Executive Director Pennsylvania Historical and Museum Commission 300 North Street, Harrisburg, PA 17120-0024 Telephone: 717-787-2891; Fax: 717-705-0482 Email: bfranco@state.pa.us</p> <p>David Haury, Director Bureau of Archives and History Pennsylvania Historical and Museum Commission 350 North Street, Harrisburg, PA 17120-0090 Email: dhaury@state.pa.us</p> <p>Pennsylvania State Archives http://www.phmc.state.pa.us/bah/DAM/overview.htm</p>	
RHODE ISLAND	
<p>R. Gwenn Stearn State Archivist and Public Records Administrator RI State Archives and Public Records Administration 337 Westminster Street, Providence, RI 02903 Telephone: 401-222-2353; Fax: 401-222-3199 Email: gstearn@sec.state.ri.us</p> <p>Rhode Island State Archives http://www.sec.state.ri.us/Archives/</p>	
SOUTH CAROLINA	
<p>Roy H. Tryon, State Archivist and Records Administrator South Carolina Department of Archives and History 8301 Parklane Road, Columbia, SC 29223 Telephone: 803-896-6120; Fax: 803-896-6138 Email: tryon@scdah.state.sc.us</p> <p>South Carolina Department of Archives and History http://www.state.sc.us/scdah/</p>	
SOUTH DAKOTA	
<p>Chelle Somsen, State Archivist South Dakota State Historical Society 900 Governors Drive, Pierre, SD 57501-2217 Telephone: 605-773-4233; Fax: 605-773-6041 Email: chelle.somsen@state.sd.us</p> <p>South Dakota State Archives http://www.sdhistory.org/arc/archives.htm</p>	<p>Dana Hoffer, Manager Records Management South Dakota Bureau of Administration 104 S. Garfield, Pierre, S. D. 57501 Telephone: 605-773-3589; Fax: 605-773-5955 Email: dana.hoffer@state.sd.us</p> <p>Records Management, Bureau of Administration http://www.state.sd.us/boa/records.htm</p>

TENNESSEE	
Wayne Moore, Assistant State Archivist Tennessee State Library and Archives 403 7th Avenue North, Nashville TN 37243-0312 Telephone: 615-253-3458; Fax: 615-532-5215 Email: wayne.moore@state.tn.us Tennessee State Library and Archives http://www.tennessee.gov/tsla/	Donna Bridges, Division Director Records Management Division Department of General Services 843 Cowan Street, Nashville, Tennessee 37243 Telephone: 615-741-1718; Fax: 615-741-5327 Email: donna.k.bridges@state.tn.us Records Management Division http://www.state.tn.us/generalserv/ba17r/
TEXAS	
Chris LaPlante, State Archivist and Director Archives and Information Services Texas State Library and Archives Box 12927, Austin, TX 78711 Telephone: 512-463-5467; Fax: 512-463-5430 Email: chris.laplante@tsl.state.tx.us Texas State Archives http://www.tsl.state.tx.us/agency/contact/contactaris.html	Michael Heskett, State Records Administrator and Director State and Local Records Management Texas State Library and Archives Box 12927, Austin, TX 78711 Telephone: 512-454-2705 x111 Email: michael.heskett@tsl.state.tx.us State and Local Records Management http://www.tsl.state.tx.us/agency/contact/contactslrm.html
UTAH	
Patricia Smith-Mansfield, Director Utah State Archives and Records Services PO Box 141021 Salt Lake City, UT 84114-1021 Telephone: 801-531-3850; Fax: 801-531-3854 Email: pmansfie@utah.gov Utah State Archives http://archives.utah.gov/	
VERMONT	
D. Gregory Sanford, State Archivist Office of the Secretary of State 26 Terrace Street Drawer 9, Montpelier, VT 05609-1101 Telephone: 802-828-2369; Fax: 802-828-2496 Email: gsanford@sec.state.vt.us Vermont State Archives, Secretary of State http://vermont-archives.org/	Mark Reaves, Records Administrator Record Center RT 2, Drawer 33, Middlesex, VT 05633-76012 Telephone: 802-828-1005; Email: mark.reaves@state.vt.us;
VIRGINIA	
Conley L. Edwards III, State Archivist and Director Archival and Records Management Services The Library of Virginia 800 East Broad Street, Richmond, VA 23219-8000 Telephone: 804-692-3554; Fax: 804-692-3556 Email: cedwards@lva.lib.va.us Library of Virginia http://www.lva.lib.va.us/	

WASHINGTON	
<p>F. Gerald Handfield, Jr., State Archivist Washington State Archives [1129 Washington St SE] PO Box 40238, Olympia WA 98504 Telephone: 360-586-2664; Fax: 360-664-8814 Email: jhandfield@secstate.wa.gov</p> <p>Office of the Secretary of State, Archives and Records Management http://www.secstate.wa.gov/archives/</p>	
WEST VIRGINIA	
<p>Fredrick H. Armstrong, Director West Virginia Archives and History The Cultural Center, Building 9 1900 Kanawha Blvd., East Charleston, WV 25305-0300 Telephone: 304-558-0230 x164; Fax: 304-558-4193 Email: fharmstrong@wvculture.org</p> <p>West Virginia State Archives http://www.wvculture.org/history/archivesindex.aspx</p>	<p>Helen Wilson, Director Information Services and Communications Division West Virginia Department of Administration One Davis Square Charleston, WV 25301 Phone: 304-558-5472, ext. 1066 Email: hwilson@wvadm.gov</p>
WISCONSIN	
<p>Peter Gottlieb, State Archivist Wisconsin Historical Society 816 State Street, Madison, WI 53706 Telephone: 608-264-6480; Fax: 608-264-6486 Email: peter.gottlieb@wisconsinhistory.org</p> <p>Archives http://www.wisconsinhistory.org/libraryarchives/gir.asp</p>	<p>Records Management Section, Dept of Administration 4622 University Avenue, Madison, WI 53702 Telephone: 608-266-2996; Fax: 608-266-5050 Email: steve.hirsch@doa.state.wi.us</p> <p>Records Management Section http://www.doa.state.wi.us/section_detail.asp?linkcatid=218</p> <p>Wisconsin Public Records Board http://www.doa.state.wi.us/section_detail.asp?linkcatid=231</p>
WYOMING	
<p>Roger Joyce, State Archivist and Manager State Archives and Museum Program Division of Cultural Resources Barrett Building, 2301 Central, Cheyenne, WY 82002 Telephone: 307-777-7020; Fax: 307-777-7044 Email: rjoyce@state.wy.us</p> <p>Wyoming State Archives http://wyoarchives.state.wy.us/</p>	<p>Tony Adams, CRM, Supervisor Governmental Records Branch State Archives and Museum Program Division of Cultural Resources Barrett Building, 2301 Central Avenue Cheyenne, WY 82002 Telephone: 307-777-7035; Fax: 307-777-7044 Email: tadams@state.wy.us</p>