

Affiliated Archives Self-Inspection Survey (2019) - Survey Questions:

1. Contact person/position title (open-ended response)
2. Facility location (open-ended response)
3. Contact phone (open-ended response)
4. Emergency phone (open-ended response)
5. Contact email (open-ended response)
6. Who are your current points of contact for the NARA records at your repository?
 - a. Individual who works directly with the records:
 - i. Name
 - ii. Title
 - iii. Email address
 - iv. Phone number
 - b. Senior leader ultimately responsible for the records
 - i. Name
 - ii. Title
 - iii. Email address
 - iv. Phone number
7. Is your organization's affiliate status with NARA identified on your website?
 - a. Yes
 - i. Please provide URL for page showing affiliation (open-ended response)
 - b. No
8. Is your repository still actively accessioning federal records? [If No, skip to holdings maintenance question, Q11.]
 - a. Yes
 - b. No
9. Have all eligible accessions of federal records been legally transferred to NARA? [If Yes, skip to holdings maintenance question, Q11.]
 - a. Yes
 - b. No
10. Are eligible records documented and reported via another mechanism?
 - a. Yes
 - i. Please explain how the records are documented and reported to NARA. (open-ended response)
 - b. No

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11. For the NARA records in your care, have you conducted basic holdings maintenance in the past year (this includes refolding and providing other protective enclosures such as L-sleeves, reboxing in standard or custom boxes, removing staples and other fasteners, interleaving, unfolding/flattening that doesn't involve water-based treatment procedures, and surface cleaning with non-abrasive procedures such as using a soft brush)?
 - a. Yes
 - i. Please describe (open-ended response)
 - b. No
12. Have NARA records been damaged in the past year?
 - a. Yes
 - i. Please explain (open-ended response)
 - b. No
13. For any NARA records requiring conservation treatment, have you provided a treatment proposal for NARA review and approval?
 - a. Yes
 - b. No
14. NARA records are stored in spaces that are (please check all that apply):
 - a. Temperature controlled (24/7)
 - b. Humidity controlled (24/7)
 - c. Free of natural light (i.e. no windows, skylights or other sources of sunlight)
 - d. Inspected for pests
 - e. Free of food and drink
 - f. Cleaned on a regular schedule
 - g. Used exclusively for storage of NARA records and similar permanent collections
 - h. Free of water leaks or other situations that have damaged records or put records at risk of damage
 - i. protected by a fire/smoke detection system
 - j. equipped with sprinklers or any other forms of fire suppression
15. Have you submitted quarterly environmental monitoring reports to NARA?
 - a. Yes
 - b. No
16. Is there an accurate and current location registry documenting all archival storage space and container locations for your NARA holdings?
 - a. Yes
 - b. No
17. Is there a detailed and current series-level inventory of all NARA holdings in your custody?
 - a. Yes
 - b. No
18. If you have NARA records not yet described in the National Archives Catalog, have you submitted series descriptions to NARA for inclusion in the Catalog?
 - a. Yes
 - b. No

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19. If applicable, what steps have you taken to address NARA's recommendation(s) resulting from the 2018 self-inspection survey? (open-ended response)
20. Have you identified any other potential issues with NARA records in your care since last year that were not already covered in this survey?
 - a. Yes
 - i. Please explain (open-ended response)
 - b. No
21. Are you satisfied with your responses and ready to submit the completed survey?
 - a. Yes
 - b. No