

## **Affiliated Archives Self-Inspection Survey (2020)**

1. Respondent ID
2. \* Preferred Contact person/position title (open-ended response)
3. \*Facility location (open-ended response)
4. \* Contact phone (open-ended response)
5. \* Emergency phone (open-ended response)
6. \* Contact email (open-ended response)
7. Does your repository receive new transfers of Federal records?
8. If you answered yes to #7, please answer the following questions:
  - 8a. Are there Federal records series that have been received by your repository that have not been accessioned by NARA?
  - 8b. Are there accretions to existing series where changes to the holdings measurement have not been reported to NARA [NARA must issue quarterly reports with total accessioned holdings volume]?
  - 8c. Who is the records manager responsible for scheduling Federal records received by your repository?
9. For the NARA records in your care, have you conducted basic holdings maintenance in the past year (this includes refoldering 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 – Please describe (open-ended response)
  - b. No
10. Have NARA records been damaged/misplaced in the past year?
  - a. Yes
    - i. Please explain (open-ended response)
  - b. No

11. NARA records are stored in spaces that are (please check all that apply):

- a. Temperature controlled (24/7) [all, some, none]
- b. Humidity controlled (24/7) [all, some, none]
- c. Free of natural light (i.e. no windows, skylights or other sources of sunlight) [all, some, none]
- d. Inspected for pests [all, some, none]
- e. Free of food and drink [all, some, none]
- f. Cleaned on a regular schedule [all, some, none]
- g. Used exclusively for storage of NARA records and similar permanent collections [all, some, none]
- h. Free of water leaks or other situations that have damaged records or put records at risk of damage [all, some, none]
- i. Protected by a fire/smoke detection system [all, some, none]
- j. Equipped with sprinklers or any other forms of fire suppression [all, some, none]
- k. Restricted access [all, some, none]
- l. Secured by lock [all, some, none]

12. Are NARA records described in an online catalog?

13. Is there an up-to-date location registry documenting all archival storage space and container locations for your NARA holdings?

- a. Yes
- b. No

14. Is there a detailed and up-to-date current series-level inventory of all NARA holdings in your custody?

- a. Yes
- b. No

15. 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

16. Do you have any current or planned digitization projects planned in the next year involving NARA records in your custody?

a. Yes

i. Please explain (open-ended response)

b. No

17. Do you have any current or planned exhibits/loans involving NARA records in your custody?

a. Yes

i. Please explain (open-ended response) [indicate which records, nature of loan]

b. No

18. 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

19. Are there other issues, services, or topics you would like to consult with NARA in the next year?

a. Yes

i. Please explain (open-ended response)

b. No