

## 2021 Proposed Affiliated Archives Annual Survey Questions

### 1. Contact Information:

Preferred Contact Person:

Contact Person's Position Title:

Facility Location:

Contact Phone:

Contact Email:

2. Does your repository receive new transfers of Federal records?
3. Are there any new Federal records series or accretions to existing series that have been received by your repository this year?
4. 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 nonabrasive procedures such as using a soft brush)? If you answered yes, please describe:
5. Have any NARA records in your custody been damaged/misplaced in the past year? If yes, please describe:
6. Has there been any significant changes to storage conditions this past year? If yes please explain:
7. Are all NARA records described in an online catalog?
8. Is there an up-to-date location registry documenting all archival storage space and container locations for NARA holdings?
9. Is there a detailed and up-to-date current series-level inventory of all NARA holdings in your custody?
10. Is there any information on your web site about the Affiliated relationship with NARA?
11. Do finding aids (including online catalog entries) indicate that specific series are NARA holdings?
12. 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?

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13. Have you digitized any NARA records in the past year? If yes, please indicate the series and number of images scanned.
14. Do you have any digitization projects planned for the next year involving NARA records in your custody? If yes, please explain:
15. Have you included, or do you plan to include NARA digitized materials on you web page or online catalog?
16. Are there any plans to renovate storage space where NARA records are housed? If yes, please describe:
17. Do you have any current or planned exhibits/loans involving NARA records in your custody?
18. Are you currently open to researchers? If not do you have a proposed timeline for reopening?
19. Have you identified any other potential issues with NARA records in your care since last year that were not already covered in this survey?
20. Are there other issues, services, or topics you would like to consult with NARA in the next year?

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