

**1. Contact Information**

Respondent ID:

Contact person /  
Position title:

Facility location:

Contact phone:

Emergency phone:

Contact email:

2. Is your organization's affiliate status with NARA identified on your web site?

Yes

No

3. Please provide URL for page showing affiliation:

4. How many on-site researchers have used NARA records in the last 12 months?

5. If use of NARA records is not tracked separately from other holdings please indicate your best estimate.

6. Do the NARA holdings in your custody include records exempt from release under the Freedom of Information Act (FOIA)?

Yes

No

7. If you answered yes, during the previous year did you receive requests for restricted records (FOIA restricted or classified)

Yes

No

8. If you answered yes to the previous question, how are restricted records protected from being served?

- Labels on boxes indicating restricted records
- Stored separately

9. What percentage of NARA records have been digitized?

10. What percentage of NARA records have been microfilmed?

11. Are researchers supplied with surrogate copies (microfilm or digital) instead of originals?

12. Are NARA records currently being systematically digitized?

13. Are there plans to begin a new digitization project?

14. What is the current volume of NARA records in cubic feet?

15. Have there been any changes in where any NARA records are stored?

Yes

No

16. If you answered yes to the above question, please briefly describe the changes.



17. Have any NARA records been damaged during the last year?

Yes

No

18. If you answered yes to the above question, please explain.

19. Has your archive removed/disposed of any record or non-record materials from its NARA holdings during the last year?

Yes

No

20. If you answered yes to the above question, what materials were removed and why?

21. Are all of the NARA records described in an online catalog available to the public at the series level?

- Yes  
 No

22. Is there an accurate and current location registry documenting all archival storage space and container locations for your NARA holdings?

- Yes  
 No

23. Has your archive removed/disposed of any record or non-record materials from its NARA holdings?

- Yes  
 No

24. Please describe the system for tracking locations of archival containers.

25. Does your repository have sufficient shelf or drawer space to properly house existing NARA records?

- Yes  
 No

26. During the past year, have any NARA records been stored at a location other than your repository's primary location (e.g., off-site storage, records center, etc.)?

- Yes  
 No

27. Original NARA documents are currently (please check all that apply):

- ...on exhibit or display at your organization or institution  
 ...on loan to or exhibited at another organization or institution  
 ...with a vendor, contractor or at another location

28. Are any NARA holdings missing?

- Yes  
 No

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