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## NA-2023 Request for Approval

1 message

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**NA-2023 Request for Approval** <michael.knight@nara.gov>

Thu, Jul 28, 2022 at 11:12 AM

Reply-To: surveys@nara.gov

To: surveys@nara.gov

Submitted on Thu, 07/28/2022 - 10:56

Submitted by: Michael Knight

Submitted values are:

### Submitter Information

**Submitter Name**

Michael Knight

**Submitter Email**

[michael.knight@nara.gov](mailto:michael.knight@nara.gov)

**Submitter Phone**

301-837-0475

### Information Collection

**Survey Title**

2022 Annual Affiliated Archives Survey

**Survey Purpose**

Survey of Affiliate's activities, access, and protection of Federal records in their physical custody but NARA's legal Custody

**Survey Audience**

6 Affiliated Archives with physical collections

**Start Date**

08/29/2022

**End Date**

09/16/2022

**Survey Question(s)**

- **Question:** . Does your repository receive new transfers of Federal records?
- **Question:** Are there any new Federal records series or accretions to existing series that have been received by your repository this year?
- **Question:** 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 fast
- **Question:** Have any NARA records in your custody been damaged/misplaced in the past year? If yes, please describe:
- **Question:** Has there been any significant changes to storage conditions this past year? If yes please explain:
- **Question:** Is there an up-to-date location registry documenting all archival storage space and container locations for NARA holdings?
- **Question:** Is there a detailed and up-to-date current series-level inventory of all NARA holdings in your custody?

- **Question:** Is the information on your web site about the Affiliated relationship with NARA up to date?
- **Question:** Are finding aids (including online catalog entries) indicating that specific series are NARA holdings up to date?
- **Question:** 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?
- **Question:** . Have you digitized any NARA records in the past year? If yes, please indicate the series and number of images scanned:
- **Question:** Do you have any digitization projects planned for the next year involving NARA records in your custody?
- **Question:** Are there any plans to renovate storage space where NARA records are housed? If yes, please describe:
- **Question:** Do you have any current or planned exhibits/loans involving NARA records in your custody?
- **Question:** Have you identified any other potential issues with NARA records in your care since last year that were not already covered in this survey?
- **Question:** Have you identified any other potential issues with NARA records in your care since last year that were not already covered in this survey?
- **Question:** How is access to record storage areas that contain NARA records monitored and controlled? Do you maintain a list of authorized staff members who are allowed into record storage areas? Do you record the date and time when staff and other authorized person
- **Question:** Are all NARA records housed in record containers/boxes and stored on shelving?
- **Question:** Do all containers of NARA records stored in record storage areas have labels on them that identify the contents of boxes or bound volumes?
- **Question:** When records are removed from records storage areas for any reason, how is this documented? How do you ensure that the record will be able to be returned to its proper place when it is returned? Are pulls tracked in some way so that there is a record of w
- **Question:** When records are in the Research Room are they monitored by an authorized staff member at all times?
- **Question:** Do researches have to be registered in order to request and receive original records from your facility, including NARA records? Does that documentation include the date and time a researcher had access to the records?
- **Question:** When staff pull records to be processed or to be used for reference purposes, are pulled records ever left in an office or public spaces without an authorized staff member present? Generally, how long is it before charged-out records are refilled and retu
- **Question:** Are records storage areas and research rooms under video surveillance? If so, is the footage recorded and retained? How long is the footage retained?

#### **PII Collected**

No

#### **Incentives Provided**

No

#### **Requires OMB Approval**

Yes

## **OMB Request for Approval under the Generic Clearance**

#### **Type of Information Collection**

Other

#### **Type of Information Collection Other**

Conditions, Access, Use of federal records survey

#### **Individuals or Households**

0

#### **Private Sector**

0

#### **State, Local, or Tribal Governments**

3

**Federal Government**

3

**Participation Time**

25

**Burden Hours**

1

**Federal Cost**

0

**Statistical Methods**

Yes

**Targeted Respondents**

Yes

**Sampling Plan**

Survey responses will be reviewed statistically to focus AAP partnering efforts in 2023.

**Administration of the Instrument**

Web-based or other forms of Social Media (if applicable, please add url)

**Interviewers**

No

**Certification**

Yes

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