

NARA Affiliated Archives Annual Survey

1. Contact Information:
 - a. Respondent ID
 - b. Contact person / Position title (open-ended response)
 - c. Facility location (open-ended response)
 - d. Contact phone (open-ended response)
 - e. Emergency phone (open-ended response)
 - f. Contact email (open-ended response)
2. Is your organization's affiliate status with NARA identified on your web site?
 - a. Yes (Skip logic: Please provide URL for page showing affiliation)
 - b. No
3. How many on-site researchers have used NARA records in the last 12 months? (comment box)
4. If use of NARA records is not tracked separately from other holdings please indicate your best estimate. (comment box)
5. Do the NARA holdings in your custody include records exempt from release under the Freedom of Information Act (FOIA)?
 - a. Yes
 1. Skip logic: (If you answered yes, during the previous year did you receive requests for restricted records (FOIA restricted or classified): Yes or No)
 - a. Skip logic: If you answered yes to the previous question, how are restricted records protected from being served?
 - i. Labels on boxes indicating restricted records
 - ii. Stored separately
 - b. No
6. What percentage of NARA records have been digitized? (comment box)
7. What percentage of NARA records have been microfilmed? (comment box)
8. Are researchers supplied with surrogate copies (microfilm or digital) instead of originals? (comment box)
9. Are NARA records currently being systematically digitized? (comment box)
10. Are there plans to begin a new digitization project? (comment box)
11. What is the current volume of NARA records in cubic feet? (comment box)
12. Have there been any changes in where any NARA records are stored?

a. Yes

1. Skip logic: If you answered yes to the above question, please briefly describe the changes.

b. No

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

a. Yes

1. Skip logic: If you answered yes to the above question, please explain.

b. No

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

a. Yes

1. Skip logic: If you answered yes to the above question, what materials were removed and why? (comment box)

b. No

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

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. Please describe the system for tracking locations of archival containers. (open-ended)

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

a. Yes

b. No

19. 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.)?

a. Yes

b. No

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

a. ...on exhibit or display at your organization or institution

b. ...on loan to or exhibited at another organization or institution

c. ...with a vendor, contractor or at another location

21. Are any NARA holdings missing?
- a. Yes
 - b. No

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