

## Collections Worksheet

**Directions:** This worksheet is required. Please complete this form regarding the materials that your entity holds. Note: If you are applying for Center of Excellence, you must fill out *all* sections.

### Archives

How many boxes containing archival material does your institution have?	
What is the current linear measurement (meters or feet) of these archival holdings?	
What formats of materials are included in your archival holdings? <input type="checkbox"/> Paper                      Approx. amount: _____ <input type="checkbox"/> Photographs              Approx. amount: _____ <input type="checkbox"/> Audio                      Approx. amount: _____ <input type="checkbox"/> Film                      Approx. amount: _____ <input type="checkbox"/> Electronic records      Approx. amount: _____	<input type="checkbox"/> Other ( <i>describe</i> ):  _____  How frequently are the collections used by staff members and by researchers?  _____
How would you generally rate the preservation level of your archival holdings? <input type="checkbox"/> Very poor <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very good <input type="checkbox"/> Excellent	At what rate (expressed in boxes per year) are the collection(s) expected to grow?  _____  How frequently are the collections used by staff members and by researchers?  _____

### Records Center

How many records boxes are transferred yearly into the records center?	
What formats of materials are included in these transfers? <input type="checkbox"/> Paper                      Approx. amount: _____ <input type="checkbox"/> Photographs              Approx. amount: _____ <input type="checkbox"/> Audio                      Approx. amount: _____ <input type="checkbox"/> Film                      Approx. amount: _____ <input type="checkbox"/> Electronic records      Approx. amount: _____	<input type="checkbox"/> Other ( <i>describe</i> ):  _____
What is the general rating of the preservation level of your records holdings? <input type="checkbox"/> Very poor <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very good <input type="checkbox"/> Excellent	At what rate (expressed in boxes per year) is the records center to grow? _____  How frequently are there requests for materials held in the records center? _____

## Websites and Social Media

Please list the URL(s) of any websites related to your archives or records center:

Please list any social media accounts (ie, Twitter handle, etc.) of your archives or records center:

How often is material published on your social media accounts? \_\_\_\_\_

Who handles the researching, writing, scheduling, and publishing of social media posts? \_\_\_\_\_

\_\_\_\_\_