

Statistical Report for Historical Records Projects

Local Government Records Management Improvement Fund (LGRMIF)

2008 – 2009

Project Number: 0 5 8 0 -- 0 9 -- _ _ _ _

Local Government Name: _____

Project Director: _____ Date: _____

*Each grant recipient must submit, as part of this report, two (2) copies of any products, such as brochures, finding aids, MARC records, consultant reports, press releases, or any other materials (exclusive of microfilm) produced as part of this project and indicated by an * below.*

1. Total number of series arranged and reboxed: _____

2. Total number of cubic feet arranged and reboxed: _____

3. Total number of series descriptions developed: _____

4. Total number of cubic feet described: _____

5. Total number of series microfilmed: _____

6. Total cubic footage of records microfilmed: _____

7. Number of items conserved: _____

8. Total cubic footage of records conserved: _____

9. Did you hire a consultant? Yes _____ No _____

If so, please name and attach resume: _____

10. Did you use a vendor? Yes _____ No _____

If so, please name: _____

11. Was a needs assessment report* produced during the project? Yes _____ No _____

12. Did you produce a guide* to your records? Yes _____ No _____

13. **All series descriptions and guides developed under this grant must be made available in electronic form.**

a) Are they available on the Internet, on a local website, or through a regional Internet provider?

Yes _____ No _____

If yes, please provide the URL: _____

b) Are they in some electronic form (word processing, database, etc.)?

Yes _____ No _____

If yes, please contact the State Archives to submit these electronic files for inclusion in the State Archives' Historic Documents Inventory (HDI).

14. Did you write a brochure*? Yes _____ No _____

15. Did you produce a procedural manual*? Yes _____ No _____

16. Were there any other products* resulting from the project? Yes _____ No _____