

New York State Archives

Strengthening Archives

Staffing Assessment Objectives

- Your historical records program will have a professionally trained and experienced archivist on staff or have an archivist readily available to consult with your staff
- Your historical records program will have adequate staff to meet your mission, goals and objectives
- Your volunteers and interns will understand the basic practices of managing historical records.
- Your staff will have consistent access to professional training opportunities

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Does your historical records program have a professional archivist on staff?				<ul style="list-style-type: none">• If no, consider hiring an archivist to manage your collections• If it is not possible to hire an archivist, seek out professional consultants and additional training resources in your community
Does your program have adequate staff to meet your mission goals and objectives?				<ul style="list-style-type: none">• Consider starting a volunteer program to assist with routine archival activities and support the activities of professional staff.• Revise goals to reflect staffing levels.
Your staff and volunteers regularly take advantage of training and professional development opportunities?				<ul style="list-style-type: none">• Monitor professional organizations workshop and training schedules and encourage staff to attend• Participate in forums, blogs and listervs to communicate with other archives professionals• Conduct regular in-house

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				workshops or informal training sessions for volunteers and interns