

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

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<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>	<b>Areas for Improvement</b>
				workshops or informal training sessions for volunteers and interns