



# State Government Electronic Records

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# Agenda

- General information
- State Government Electronic Records
- Q&A (remainder of the hour)

# General Information

- NHPRC requires a 50% cost share
- Indirect costs, if included, must be part of cost share
- Grants are awarded after federal appropriations are made
- For general advice about applying for a grant see <http://www.clir.org/awards/grantseeking.html>

# Application Process and Deadlines

- Drafts: Monday, 3 August 2015
  - Submit drafts directly to Program Officer via email
- Final application: Thursday, 8 October 2015
  - Submit final applications via Grants.gov
- Awards announced: May/June 2016
- NHPRC support begins 1 July 2016 or later

Grants normally for **1-3 years and up to \$200,000**.  
The Commission expects to make 3 or more awards for a total of \$600,000.

# State Government Electronic Records

- Cannot digitize historical records
- In general, collaborations will be more competitive
- Outcomes are important
- Strong dissemination component

Introduce the overall goal of your project and explain how it will improve your institutional capacity for managing, preserving and providing access to permanent electronic records in your state. If working with other agencies within the state, or with other states, **explain the reasons for including each partner.** In general, proposals that involve collaborations outside of a single institution will be more competitive

Describe (if applicable) the **status of the electronic records program** including the extent of staff, the size and formats of archival holdings, and the expected rate of growth. Provide **examples of institutional support** in terms of financial support, policy statements, workflows, and record creator cooperation. Describe the **nature of the electronic records you expect to manage** with project resources in terms of content, number of files, and bytes. Explain the content of the electronic records that form the focus of your project and how these records have permanent value according to records retention policies, legal status, or historical value.

Explain your current or expected methods of preserving authentic electronic records and providing access to the records. **Demonstrate an understanding of the major technical and human issues related to operating electronic records archives by referring to your experiences and to expert studies.** Include technical specifications for hardware and/or software that will be used in the project.

Describe in detail your plan of work in intervals of, at most, six months. Use specific months and identify the person(s) on the project team who will be responsible for each part of the project. Explain **how your approach reflects your organizational structure, planning, and research**. Explain **why the proposed approach is likely to result in the preservation and availability** of electronic records. If working with other agencies or states, **explain how your approach reflects the different capacities of your collaborators**. Refer specifically to what you see as effective workflows for responding to technological challenges. Explain **why the proposed approach is likely to result in the growth of electronic records available for public use**. Provide information how the proposed approach might be replicated by other states archives or non-governmental archival institutions, and if it would be scalable.

Describe the products you will produce for the completed project. Describe any **assessments, manuals, specifications, and other documentation** that you plan to complete during the project. Explain how you will **disseminate the project results** to external audiences through professional newsletters, conference presentations, journal articles, or on the Internet. A **public website describing the project's methods is required in addition to information about how users will access the materials**. The Council of State Archivists web portal, Program for Electronic Records Training, Tools and Standards (PERTTS), should be used to disseminate any products created during the project.