The Roving Archivist Program was developed by the Massachusetts State Historical Records Advisory Board (MA SHRAB) as part of its mission to provide leadership, advocacy and guidance to help ensure the identification, preservation, and use of the Commonwealth’s historical resources, both public and private. The Roving Archivist Program connects stewards of historical records with a professional archivist to assist in setting priorities, compile policies, and develop processes for processing, preserving, and cataloging collections for their institution. Applications for the Roving Archivist Program are now accepted on a rolling basis. The Roving Archivist Program provides the following (3) categories of assistance

**Category 1: Strategic Assessment of Your Institution**
The Roving Archivist (RA) will spend between ½ and 1 day with key members of the institution, including the Director or Chair of the Board (for small historical societies). She or he will have a conversation with the group about basic components of running an archives such as the importance of collection policies and disaster planning and then review the condition of the collections. The RA will then complete a report of recommendations and a list of resources customized to the needs of the institution within 30 days.

**Category 2: Program Review**
The second category will include a 2 day site visit. Applicants with policies and procedures in place will be required to make them available for review by the RA to evaluate and make suggestions for revising for efficiency and effectiveness. Applicants with no policies and/or procedures should review examples of policy models that are available online from the Society of American Archivists at (http://www2.archivists.org/groups/museum-archives-section/standards-best-practices-resource-guide). The RA will guide the applicant in creating policy, and outline procedures based on archival best practices. The RA will meet with staff/volunteers, including leadership, to understand the program, although this should not be viewed as a hands-on training session. The RA will complete a report that evaluates the current program, makes recommendations for improvements and efficiencies, and provides a customized list of resources for further education, supplies, and funding within 30 days of the visit.

**Category 3: Processing Assistance**
This category of assistance will provide for the arrangement and description of collections held by small and medium sized institutions. As part of this process, the RA will provide rudimentary training to the staff of the participating institution in the basics of archival processing, policy and procedure development, preservation steps, and disaster planning. While processing rates vary greatly from collection to collection, the Roving Archivist will employ available More Product, Less Process (MPLP) techniques to allow for relatively streamlined processing of materials with an average rate of about 3 hours per linear foot. Proposed collections for processing should be approximately 10 linear feet in size. Please include a brief description of the collection in your application. Preference will be given to applicants who have previously received services in Categories 1 and 2.
INSTITUTIONAL APPLICATION
Roving Archivist Program

How to Apply
To apply for services through the Massachusetts SHRAB Roving Archivist Program, please submit a document, not to exceed 10 pages in length, which provides the following information:

1. Application date
2. Institution name
3. Institution address
4. Name, title and contact information of person completing the application
5. Brief history and description of your organization
6. Description of your staff/volunteer composition
7. Description of the types of collections you manage
8. Extent of collection holdings (preference given to institutions holding 500 record boxes of materials or less)
9. Does your facility close for any extended period of time during the year?
10. What are your hours of operation?
11. How did you find out about the Roving Archivist Program?
12. Which category of assistance are you applying for (refer to categories listed above)
13. Have you received a Roving Archivist grant previously? If so, in what category?
14. What benefits do you expect through participation in this program?
15. Please also include a letter from your institution’s CEO/Director or Chair of the Board providing a Statement of Commitment to participate in this program and follow through with the recommendations provided.

Submission Information:

Please send this information to Massachusetts SHRAB
c/o Massachusetts Archives - Secretary of the Commonwealth
220 Morrissey Blvd
Boston, MA 02125
Attn: Dr. John Warner
Or via email to john.warner@sec.state.ma.us

Expectations and Outcomes:

- Upon notification of the grant award, or at the time of the visit of the roving archivist it is suggested that your organization submit press releases to the local media – print, TV, radio, as well as publicizing the visit on your institution’s website, and/or Facebook page.

  Press releases need to include the following:

  “This grant award was made possible through the Massachusetts State Historic Records Advisory Board (MA SHRAB) and the National Historical Publications and Records Commission (NHPRC) grant program.”

- Copy of the press release and any online publicity should be submitted to the SHRAB along with the expressed permission allowing SHRAB to use the publicity to promote SHRAB and other SHRAB programs.

- Six months after receipt of your report from the Roving Archivist, SHRAB would welcome a brief one page narrative of what your institution has been able to accomplish with the direction of the RA’s recommendations, along with any challenges you have met, and projected work plan.