Through generous funding from the National Historical Publications and Records Commission (NHPRC), the Massachusetts Archives is pleased to provide funding for the Roving Archivist program. 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:

- Date
- Category for which you are applying (see descriptions below)
- Institution Name
- Institution Address
- Name and title of person completing the application
- DUNS Number (see information below)
- Brief history and description of your organization
- Describe your staff/volunteer composition
- Describe the types of collections you manage
- Extent of collection holdings (preference given to institutions holding 500 record boxes of material or less)
- Does your facility close for any extended period of time during the year?
- What are your hours of operation?
- Have you received a Roving Archivist grant previously? If so, in what category?
- What benefits do you expect through participation in this program?
- 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 recommendations provided.

Institutions who receive services from the Roving Archivist are asked to promote their receipt of this service and agree to the use of their name by the MA SHRAB to promote the program (ie Press releases, blog posts, etc.)

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
Category 1: Strategic Assessment of the institution
The Roving Archivist 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). S/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 Roving Archivist 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 will be required to have policies for management and processes for arrangement and description in place, the role of the Roving Archivist will be to evaluate these processes and make suggestions for efficiencies and effectiveness. S/He will meet with staff/volunteers, including leadership, to understand the program, although this should not be viewed as a hands-on training session. The Roving Archivist 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 Roving Archivist will provide rudimentary training to the staffs of the participating institutions 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.
HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?
Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website or call 866-705-5711:

   **Register or Search for a DUNS Number:**

**PURPOSE OF THIS STEP:**
The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

**HOW LONG SHOULD IT TAKE?**
If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

**WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?**
The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization’s DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

**NOTE:** Obtaining a DUNS number places your organization on D&B’s marketing list that is sold to other companies. You can request not to be added to this list during your application.

Information from [www.grants.gov/applicants/request_duns_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp) and the masshumanities.org