



DHPS | NY

DOCUMENTARY HERITAGE  
& PRESERVATION SERVICES  
*FOR NEW YORK*

**Archival Needs Assessment Report  
Sample Table of Contents**

<b>I. Introduction.....</b>	<b>3</b>
A. Preamble .....	3
B. Purpose of Assessment .....	3
C. Mission Statement .....	4
D. Institutional History .....	4
E. Collections Overview .....	4
<b>II. Abstract/Executive Summary .....</b>	<b>6</b>
<b>III. Goals.....</b>	<b>14</b>
A. Short-term Goals .....	14
B. Medium-term Goals.....	14
C. Long-term Goals.....	15
D. Ongoing Goals.....	15
<b>IV. Findings and Recommendations .....</b>	<b>16</b>
A. Administration .....	16
a. Policies, Procedures, & Planning	
b. Staffing	
c. Funding	
d. Access	
e. Outreach	
B. Collections Management.....	24
a. Acquisition & Appraisal	
b. Accession & Deaccession	
c. Arrangement & Description	
d. Digital Records & Digitization	
e. Collection/Archival Management System	
f. Records Management	

C. Collections Care & Storage .....	42
a. Building & Environment	
b. Collections Storage & Housing	
c. Exhibition	
<b>V. General Collections Care Information .....</b>	<b>51</b>
<b>VI. Additional Resources .....</b>	<b>64</b>