





Appended is a copy of the Council of State Archivists statement, "Developing and Maintaining a Strong State Archives," which SAA endorses. The statement identifies minimal criteria that states should adopt to accomplish their records management mission. Among these are "Appropriate Facilities and Facilities Management" and "Sufficient Human and Fiscal Resources to Support the Archives Mission."

We urge you to address the current funding and facility issues of the IARA as a central priority of your administration. Time is of the essence.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Y. McGovern". The signature is fluid and cursive, written in a professional style.

Nancy Y. McGovern  
President, 2016-2017

cc: Honorable Brian C. Bosma, Speaker of the House  
Honorable Timothy Brown, Chair, House Committee on Ways and Means  
Honorable David Long, President Pro Tempore, Indiana State Senate  
Honorable Luke Kenley, Indiana State Senate  
Jim Corridan, Director and State Archivist, Indiana Archives and Records  
Administration  
Nancy Beaumont, SAA Executive Director



**3. APPROPRIATE FACILITIES AND FACILITIES MANAGEMENT, INCLUDING:**

- Records storage facilities that ensure ongoing preservation – including proper environmental controls, space for existing records, capacity to incorporate future records, and programs and services to preserve digital government records.
- Physical security to safeguard records from damage, theft, or natural disaster, and cyber security protection for electronic records;
- Space to support records, archives, and preservation functions, public use and programming; and
- Emergency planning and preparedness and continuity of operations plans completed and up to date, to prepare for damage, theft, natural or human disaster.

**4. SUFFICIENT HUMAN AND FISCAL RESOURCES TO SUPPORT THE ARCHIVES MISSION, INCLUDING:**

- Leadership with sufficient legal and governance support to fulfill mandated functions;
- Staffing with relevant education/training/capacity to undertake records and archival functions in legal compliance, and in accordance with existing and emerging professional records and archival standards and best practices; and,
- A budget that ensures the mandates and mission of the state archives will be met effectively, in support of the needs of government and the interests of the people on whose behalf the government operates.