

South Dakota State Historical Records Advisory Board &  
South Dakota State Historical Society-State Archives  
Site Visit  
2016 Application

Site visits are available to interested historical organizations with archival collections and are made possible through a grant from the National Historical Publications and Records Commission, National Archives and Records Administration. Archivists from the South Dakota State Historical Society-State Archives will visit and provide advice regarding collection care, disaster preparedness, and basic archival procedures. Four organizations will be selected by the SD State Historical Records Advisory Board.

Site Visits

- Preference will be given to small- to- mid-sized South Dakota historical organizations with archival collections.
- Visits will encourage and support identification and preservation of historical records.
- Successful applications will address issues related to archival collections (e.g. photographs, scrapbooks, letters, journals, record volumes, audio and video recordings, digital files).
- Ineligible application requests would include advice on museum artifacts (e.g. clothing, dolls, fabrics, farm equipment, and furniture) structural concerns (roof, foundation, heating/cooling), digitization efforts and collection purchases.
- Site visits are at no cost to the organization
- \$100 worth of archival processing supplies will be included with the visit
- Site visits will assist organizations in identifying collections that would be eligible for 2017 re-grant funding.
- Successful applicants will be notified by the staff of the South Dakota State Archives. Arrangements will be made to select site visits dates that must occur over the summer months.

**Applications are due May 1, 2016.** Please send this form as a Word document or PDF by email or mail a copy of the application to:

Celle Somsen  
South Dakota State Archives  
900 Governors Dr.  
Pierre, SD 57501  
Telephone: (605) 773-5521  
Email: [Celle.Somsen@state.sd.us](mailto:Celle.Somsen@state.sd.us)

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Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authoring Official: \_\_\_\_\_

Brief description of the organizations' collections:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for visit (particular archival collections, environmental issues, etc.):

[Reminder: Site visit requests concerning museum artifacts are ineligible]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a collection/acquisition policy  Yes  No

Do you have a disaster preparedness plan  Yes  No

Do you have an organizational board  Yes  No

Signature of Authorizing Official \_\_\_\_\_