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New Mexico State Historical

Records Advisory Board

FY2022 NMHRAB TRAVELING ARCHIVIST PROGRAM

Host Institution Application

The New Mexico State Historical Records Advisory Board (NMHRAB) is pleased to announce the initiation of an on-site assistance program for cultural heritage and archival institutions in the state.

An advanced student archivist or recent graduate will be chosen to each provide up to 400 hours of archival project assistance to an institution in the period September 2021 and mid-June 2022. The archivist will provide assistance based on specific goals set by the institution and may include archival surveying, collection processing, cataloging, basic conservation, archival basics training, creation of finding aids, and creation of online inventory/content access options.

Participating institutions will be asked to provide a dedicated workspace for the archivist and information about local housing options. This program is made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

Application DEADLINE: 31 March 2021. Return completed form to:

Robert D. Martínez

Interim Grants Administrator and State Historian

1205 Camino Carlos Rey

Santa Fe, NM 87509

[rob.martinez@state.nm.us](mailto:rob.martinez@state.nm.us)

## Applicant Name:

## Institution: Mailing Address:

## Phone:

## Email:

## Questions: Please limit answers to 2 pages

## How many FTE (full time equivalent) paid employees does your institution have? How many FTE (full-time equivalent) volunteers does your institution have?

## Briefly outline your institution’s experience with historical records. Include any special projects that your institution has worked on or in which you are currently involved. How would the Traveling Archivist’s work fit your institutions goals/mission?

## Please complete and attach a one-page project description that includes specific goals to be accomplished by end of the students stay. (This may include but need not be limited to linear feet processed or inventoried, finding aids completed, guidelines and procedures established, educational programs created, and/or cataloging entries created).