



New Jersey Caucus

Caucus Archival Projects Evaluation Service

Dear Colleagues,

The Caucus Archival Projects Evaluation Service (CAPES) is funded by the New Jersey Historical Commission and operated by members of the Mid-Atlantic Regional Archives Conference - New Jersey Caucus. CAPES offers free general assessment surveys of archival collections held by non-profit organizations in New Jersey.

The general assessment survey includes reviewing and providing recommendations for improvement in the following areas: physical facility (environmental factors, fire and security protection), storage (shelving and containers), reformatting materials (microfilm/digitization), arrangement and description, and policies.

All consultants are professional archivists who can provide you with expert advice regarding your archives. A detailed report will be provided. The report can be useful in strategic planning for your archives and can provide valuable documentation for NJHC grant applications.

To be eligible, you must have collections that relate to the history of New Jersey and are open to the public. Only archival materials (books, papers, photographs, maps, audiovisual) are surveyed. Government archives are not eligible for a CAPES survey.

Already had a CAPES visit and survey? Follow-up visits are available to organizations which have already had their first CAPES visit. Follow-up visits can include a staff training workshop, collection focus survey (just focus on one collection), or a reassessment of your original report if the visit was many years ago or you have moved into a new location.

To download an application, visit the New Jersey Historical Commission website at [NJ Department of State - Historical Commission - Grant and Award Opportunities](#)

Questions? Contact the CAPES Coordinator at capescoordinator@gmail.com