

Evaluators' Score Sheet – Archives - Emerging

A. Staffing and Oversight (10 points total)

1. Is there a designated archivist? (0-3 points) _____
2. If the designated archivist is not trained in archival science, does the designated archivist have access to anyone trained in dealing with archival material? (0-2 points) _____
3. Is there a committee who oversees the archives? (0-5 points) _____

Section score: _____/10

B. Physical Locations and Preservation (60 points total)

1. Is the storage space safe to use? Yes _____ No _____

To get a Yes – Must have **50%** of following questions to receive any points from this subsection:

- a. Is the storage space well-lit? (0-5 points) _____
- b. Are shelving units stable? (0-10 points) _____
- c. Are there ladders or stepladders, commensurate to the shelving, available to allow access to high areas? (0-5 points) _____

B1 subsection score: _____/20

2. Does the physical location(s) allow for materials to be preserved? Yes _____ No _____

To get a Yes – Must have **60%** of following questions to receive any points from this subsection:

- a. Is the storage space dry and watertight? (0-5 points) _____
- b. Are there any current measures or plans to introduce measures to control the level of humidity in the physical location? (0-5 points) _____
- c. Have measures been taken to prevent and extinguish fires? (0-5 points) _____
- d. Have measures been taken to control termites, mice, and other pests? (0-5 points) _____

B2 subsection score: _____/20

3. Can access to the storage space be securely controlled? (0-10 points) _____

4. Is the storage space adequate for current needs? (0-5 points) _____

5. Is there a working relationship between the records center and the institutional IT department? (0-5 points)

B3-5 subsection score: _____ /20

Section score: _____/60

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C. Policies (50 points total)

1. Are vital records (refer to WP BA 70-15) secure? (0-10 points) _____
2. Is there a collection management policy? (0-5 points) _____
3. What policies govern researchers' access to the materials, including restricted materials? (0-10 points) _____
4. Are any policies or plans related to dealing with disasters? If yes, which ones? (0-10 points) _____
5. Are electronic records included in any archives policy? If yes, which policies? (0-10 points) _____
6. Does the archives accept donations? If so, what policies deal with donations? (0-5 points) _____

Section score: _____/50

A section score: _____/10

B section score: _____/60

C section score: _____/50

Total score: _____/120

Things for Evaluators to Remember

- Applicant *must* achieve an overall minimum of 60% to achieve emerging status (minimum of 72 points)
- Questions are scored along a range of points, which means that partial points are possible
- If Section A has a score of less than half the total number of section points, applicant is not eligible to achieve emerging status until archivist has been designated and/or until committee whose terms of reference include the archives is created
- If either B1 or B2 have a score of less than 50%, applicant is not eligible to achieve emerging status until issues are corrected
- If C1 has a score of zero points, applicant is not eligible to achieve emerging status until vital records are secure
- If Section C has an overall section score of less than 50%, applicant is not eligible to achieve recognized status until those policies are created

Recommendation for status: _____