

Archives Accreditation Specifications – Emerging

Staffing and Oversight

Is there a designated archivist?

If the designated archivist is not trained in archival science, does the designated archivist have access to anyone trained in dealing with archival material?

Is there a committee who oversees the archives?

Physical Locations and Preservation

Is the storage space safe to use?

Is the storage space well-lit?

Are shelving units stable?

Are there ladders or stepladders, commensurate with shelving, available to allow access to high areas?

Does the physical location(s) allow for materials to be preserved?

Is the storage space dry and watertight?

Are there any current measures or plans to introduce measures to control the level of humidity in the physical location?

Have measures been taken to prevent and extinguish fires?

Have measures been taken to control termites, mice, and other pests?

Can access to the storage space be securely controlled?

Is the storage space adequate for current needs?

Is there a working relationship between the archives and the institutional IT department?

Policies

Are vital records (refer to WP BA 70-15) secure?

Is there a collection management policy?

What policies govern researchers' access to the materials, including restricted materials?

Are any policies or plans related to dealing with disasters? If yes, which ones?

Are electronic records included in any archives policy?

Does the archives accept donations? If so, what policies deal with donations?