

Evaluators' Score Sheet – Archives - Recognized

A. Staffing and Oversight (10 points total)

1. Is there a designated archivist, whether the designee is part-time or full-time? (0-3 points) _____
2. Does the designated archivist have access to anyone trained in dealing with archival material? (0-2 points) _____
3. Is there a committee whose terms of reference include archives and records management? (0-5 points) _____

Section score: _____/10

B. Physical Locations and Preservation (80 points total)

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

To get a Yes – Must have **80%** 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 **80%** of following questions to receive any points from this subsection:

- a. Can access to the storage space be securely controlled? (0-10 points) _____
- b. Is the storage space dry and watertight? (0-10 points) _____
- c. Have measures been taken to prevent and protect against leaks? (0-5 points) _____
- d. Have measures been taken to prevent and extinguish fires? (0-5 points) _____
- e. Have measures been taken to control termites, mice, and other pests? (0-5 points) _____

B2 subsection score: _____/35

3. Are there adequate and appropriate measures to control the level of humidity in the physical location? (0-10 points) _____

4. Is the storage space accessible within forty-eight (48) hours? (0-5 points) _____

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

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

B3-6 subsection score: _____/25

Section score: _____/80

C. Policies (43 points total)

1. What policies govern researchers' access to the materials, including restricted materials? Yes _____ No _____

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

- a. Are there policies related to external researchers? (0-2 points) _____
- b. Is there a researcher's agreement? (0-2 points) _____
- c. Is there a researcher's code of conduct? (0-2 points) _____

C1 subsection score: _____/6

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- 2. Are vital records (refer to WP BA 70-15) secure? (0-5 points) _____
- 3. Are there policies dealing with restrictions of material? (0-5 points) _____
- 4. Is there a collection management policy? (0-5 points) _____
- 5. Are there disaster policies and plans? (0-5 points) _____
- 6. Does any archival policy deal with electronic records? If yes, which ones? (0-5 points) _____

C2-6 subsection score: _____ /25

- 7. Is there an established policy for creating Memoranda of Understanding with donors? Yes _____ No _____

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

- a. Does the policy address what can trigger the return of an item? (0-3 points) _____
- b. Does the policy address the conditions of preservation for an item? (0-3 points) _____
- c. Does the policy address potential restrictions on access to an item? (0-3 points) _____

C7 subsection score: _____ /9

Section score: _____ /40

A section score: _____ /10

C section score: _____ /80

D section score: _____ /40

Total score: _____ /130

Things for Evaluators to Remember

- Applicant *must* achieve an overall minimum of 50% to achieve recognized status (minimum of 65 points)
- Questions are scored along a range of points, which means that partial points are possible
- If the applicant does not hold electronic records, sections related to those records are optional
- If A1 has a score of zero points, applicant is not eligible to achieve recognized status until archivist has been designated
- If A3 has a score of zero points, applicant is not eligible to achieve recognized status until committee whose terms of reference include archives and records management is created
- If either B1 *or* B2 have a score of less than 80%, applicant is not eligible to achieve recognized status until issues are corrected
- If either C1 or C6 have a score of less than 60%, applicant is not eligible to achieve recognized status until those policies are created
- If Section C has an overall section score of less than 60%, applicant is not eligible to achieve recognized status until those policies are created

Recommendation for status: _____