

Evaluators' Score Sheet - Records Center – Approved

A. Staffing and Oversight (20 points total)

1. Is staffing sufficient for adequate processing and preservation of materials? (0-5 points) _____
2. Is there a designated records manager, whether the designee is part-time or full-time? (0-5 points) _____
3. Has the designated records manager been trained to deal with records? *or* Does the designated records manager have access to someone with that training? (0-5 points) _____
4. Is there a committee whose terms of reference include archives and records management? (0-3 points) _____
5. Does the committee receive reports on the records center at least annually? (0-2 points) _____

Section score: _____/20

B. Physical Locations and Preservation (90 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-maintained? (0-5 points) _____
- b. Is the storage space well-lit? (0-5 points) _____
- c. Are shelving units stable? (0-10 points) _____
- d. Are there ladders or stepladders, commensurate to the shelving, available to allow access to high areas? (0-5 points) _____

B1 subsection score: _____/25

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 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 easily and rapidly accessible? (0-5 points) _____

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

6. Does the storage space allow for expansion of holdings? (0-5 points) _____

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

B3-7 subsection score: _____/30

Section score: _____/90

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D. Policies (25 points total)

1. Are there policies governing access to the material to both internal and external researchers? (0-5 points) _____
2. Are there disaster policies and plans? (0-5 points) _____
 - a. Are electronic records addressed in these policies and plans? (0-5 points) _____
3. Is there a retention schedule? (0-5 points) _____
4. Are vital records (refer to WP BA 70 15) secure? (0-5 points) _____
5. Is the retention schedule regularly updated (i.e., within the last two (2) years)? (0-5 points) _____
6. Is the retention schedule regularly applied to records? (0-5 points) _____
7. Are electronic records included in the retention schedule? (0-5 points) _____

Section score: _____/40

A section score: _____/20

B section score: _____/90

C section score: _____/40

Total score: _____/150

Things for Evaluators to Remember

- Applicant *must* achieve an overall minimum of 60% to achieve approved status (minimum of 90 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 A2 has a score of zero points, applicant is not eligible to achieve approved status until records manager has been designated
- If A4 has a score of zero points, applicant is not eligible to achieve approved 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 approved status until issues are corrected
- If C3 has a score of zero points, applicant is not eligible to achieve approved status until retention schedule is created and implemented
- If Section C has an overall section score of less than 60%, applicant is not eligible to achieve approved status until those policies are created

Recommendation for status: _____