

Evaluators' Score Sheet - Records Center – Emerging

A. Staffing and Oversight (10 points total)

1. Is there a designated records manager? (0-5 points) _____
2. Is there a committee whose terms of reference include records management? (0-5 points) _____

Section score: _____/10

B. Physical Locations and Preservation (74 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? (0-5 points) _____
- c. Are there ladders or stepladders, commensurate to the shelving, available to allow access to high areas? (0-5 points) _____

B1 subsection score: _____/15

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. 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 extinguish fires? (0-10 points) _____
- d. Have measures been taken to control termites, mice, and other pests? (0-10 points) _____
- e. Are there any current measures or plans to introduce measures to control the level of humidity in the physical location? (0-10 points) _____

B2 subsection score: _____/50

3. Are storage spaces accessible in an acceptable timeframe (within a week)? (0-3 points) _____
4. Is storage space adequate for current needs? (0-3 points) _____
5. Is there a working relationship between the records center and the institutional IT department? (0-3 points) _____

B3-5 subsection score: _____ / 9

Section score: _____/74

C. Policies (20 points total)

1. Are vital records (cf. WP BA 70-15) secure? (0-5 points) _____
2. Is there a retention schedule that has been updated within the last five years? (0-5 points) _____

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3. Are electronic records included in the retention schedule? (0-3 points) _____

4. Are there disaster policies and plans? (0-3 points) _____

Section score: _____/16

A section score: _____/10

B section score: _____/74

C section score: _____/16

Total score: _____/100

Things for Evaluators to Remember

- Applicant *must* achieve an overall minimum of 60% to achieve emerging status (minimum of 60 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 records manager has been designated and/or until committee whose terms of reference include records management 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: _____