

## Records Center Accreditation Specifications – Emerging

### **Staffing and Oversight**

Is there a designated records manager?

Is there a committee who oversees records management?

### **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 to the shelving, available to allow access to high areas?

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

Can access to the storage space be controlled?

Is the storage space dry and watertight?

Have measures been taken to prevent and protect against leaks?

Have measures been taken to prevent and extinguish fires?

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

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

Are storage spaces accessible in an acceptable timeframe (within a week)?

Are storage spaces adequate for current needs?

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

### **Policies**

Are vital records (cf. WP BA 70-15) secure?

Is there a retention schedule that has been updated within the last five years?

Are electronic records included in the retention schedule?

Are there disaster policies and plans?