

Evaluators' Score Sheet - Records Center – Recognized

**A. Staffing and Oversight** (10 points total)

1. Is there a designated records manager, whether the designee is part-time or full-time? (0-3 points) \_\_\_\_\_
2. Does the designated records manager have access to someone with records management training? (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 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

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**C. Policies** (35 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) \_\_\_\_\_
3. Is there a retention schedule? (0-5 points) \_\_\_\_\_
4. Are vital records (refer to WP BA 70-15) secure? (0-5 points) \_\_\_\_\_
5. Has the retention schedule been updated within the last two years? (0-5 points) \_\_\_\_\_
6. Has the retention schedule been applied to records? (0-5 points) \_\_\_\_\_
7. Are electronic records included in the retention schedule? (0-5 points) \_\_\_\_\_

**Section score:** \_\_\_\_\_/35

A section score: \_\_\_\_\_/10

B section score: \_\_\_\_\_/80

C section score: \_\_\_\_\_/35

**Total score:** \_\_\_\_\_/125

**Things for Evaluators to Remember**

- Applicant *must* achieve an overall minimum of 50% to achieve recognized status (minimum of 62.5 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 records manager 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 C3 has a score of zero points, applicant is not eligible to achieve recognized 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 recognized status until those policies are created

**Recommendation for status:** \_\_\_\_\_