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
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: ____________________________