

## Eligibility, Application, and Survey Processes

- 1) All church organizational units operated under the auspices of a World Division of the Seventh-day Adventist Church and all institutions with denominational status are eligible, and encouraged, to request accreditation.
- 2) Each World Division will contact all known recordkeeping Church entities within that Division and will apprise the appropriate individuals of accreditation – encouraging them to contact ASTR and/or to utilize its dedicated records accreditation webpages: <https://www.adventistarchives.org/accreditation>.
- 3) Both an Introduction to the Accreditation Process narrative and forms for each sought level of accreditation are available on our site and are downloadable (URL as above). Further information or questions may be addressed to [archives@gc.adventist.org](mailto:archives@gc.adventist.org).
- 4) Requests for accreditation will be processed in a timely manner by ASTR. At present, there are no costs to requesting accreditation.
- 5) A recordkeeping Church entity desiring to be accredited at Recognized or above must take part in a virtual walkthrough of the accreditation criteria with ASTR.
- 6) An on-site survey will be conducted by an ASTR Evaluation team (for division headquarter archives and records centers and GC institutions; and for union or conference level, as funds permit or circumstances dictate) or by ASTR-approved Evaluation teams made up of personnel assigned by the respective division and trained and approved by ASTR.
- 7) Prior to the visit there will be a request for specific documentation from the entity being surveyed. Upon submission of that documentation and its evaluation from the assigned Evaluation team, a site visit will be scheduled.
- 8) Upon completion of the Evaluation team site visit, copies of all completed survey applications, Evaluator-requested documentation, Evaluator-completed survey forms, and Evaluator site visit remarks and recommendations will be forwarded to ASTR's offices.
- 9) ASTR will review all submitted documentation and, within ninety (90) days of receipt, will notify the respective recordkeeping entity of whether or not accreditation has been approved.
- 10) On recommendation from ASTR, the General Conference Archives, Statistics, and Research Committee will award accreditations.
- 11) If accreditation has been approved, a Certificate of Accreditation will be issued.
- 12) If accreditation has not been approved, ASTR will apprise the respective recordkeeping entity of deficiency(s) and offer advice as to how best to address them for subsequent re-inspection.
- 13) Accreditations are typically valid for a period of five (5) years from the date of issuance. However, at the Evaluation team's discretion:
  - a. "Emerging" accreditations may be valid for three years;
  - b. Accreditations for "Recognized" or "Approved" may be conditional and for a period shorter than five years.
- 14) All accredited recordkeeping entities will be notified by ASTR within six (6) months of accreditation expiration to ensure ample time to apply for re-inspection to maintain accreditation.