

Archives Accreditation Specifications – Approved

A. Staffing

1. Is staffing sufficient for adequate processing and preservation of materials?
2. Is there a designated archivist, whether the designee is part-time or full-time?
3. Has the designated archivist been trained to deal with archival material? *or* Does the designated archivist have access to someone with that training?
4. Is there an institutional committee whose terms of reference include archives and records management?
5. Does the committee receive reports on the archives at least annually?

B. Oversight

1. Are vital records (refer to WP BA 70 15) secure?
2. Are there policies governing access to the material?
 - a. Are there policies related to external researchers?
 - b. Is there an application to conduct research?
 - c. Is there a researcher's agreement?
 - d. Is there a researcher's code of conduct?
3. Are there policies dealing with restrictions of material?
4. Is there an appropriate collection management policy?
5. Do policies provide for continuing and expanding access to the material?
6. Is there a long-term archival preservation policy?
7. How does the long-term archival preservation policy address electronic records?
8. What processes or procedures does the applicant have in place for creating and using Memoranda of Understanding?
 - a. Do these processes address what can trigger the return of an item?
 - b. Do these processes address the conditions of preservation for an item?
 - c. Do these processes address potential restrictions on access to an item?
9. Do the policies of the archives fit with the wider goals of the parent institution? Please describe.

C. Physical Locations and Preservation

1. Is there an inventory of the holdings of the archives?
2. Is the storage space safe to use?
 - a. Are items clearly and permanently marked for easy retrieval?
 - b. Is the storage space well-maintained?
 - c. Is the storage space well-lit?
 - d. Are shelving units stable?
 - e. Are there metal ladders or stepladders, commensurate to the shelving, available to allow access to high areas?
3. Does the physical location(s) allow for preservation of the materials?
 - a. *Fire Safety*
 - i. Is the archives room fireproof?
 - ii. Is there a fire alarm system in the records center?
 - iii. Is there a fire extinguisher in the records center?
 - iv. Is fireproof filing equipment used?
 - v. Are permanent records stored in a fireproof cabinet?
 - vi. Have any additional measures been taken to prevent and extinguish fires? Please describe.
 - b. *Security*

- i. Can access to the storage space be controlled?
- ii. Is a sign-out/in procedure used for accessing the archives?
- iii. Is access to the archives restricted?
- iv. Is the archives secured against break-ins?
- v. If electronic records are kept, are the records stored on a local server or on other denominational servers, rather than in the cloud?

c. *Environment*

- i. Is the storage space dry and watertight?
- ii. Are there adequate and appropriate measures to control the level of humidity in the physical location?
 1. If not, what current measures or plans to introduce measures to control the level of humidity in the physical location exist?
- iii. Does the archives have an acceptable temperature range for long-term storage?
- iv. Have measures been taken to prevent and protect against leaks?
- v. Have measures been taken to control termites, mice, and other pests?
- vi. Are acid-free boxes used to house records?

d. *Accessibility of records*

- i. Are storage spaces easily and rapidly accessible?
 - ii. Are storage spaces adequate for foreseen needs?
 - iii. Does the storage space allow for expansion of holdings?
4. Is there a good working relationship between the archives and the institutional IT department?
 5. Are there appropriate disaster policies and plans, including recovery from potential disasters?
 6. Do these disaster policies and plans address electronic records?

Evaluators' Score Sheet – Archives - Approved

A. Staffing (20 points total)

1. Is staffing sufficient for adequate processing and preservation of materials? (0-5 points)
2. Is there a designated archivist, whether the designee is part-time or full-time? (0-5 points)
3. Has the designated archivist been trained to deal with archival material? *or* Does the designated archivist have access to someone with that training? (0-5 points)
4. Is there a committee whose terms of reference include archives and records management? (0-3 points)
5. Does the institutional committee receive reports on the archives at least annually? (0-2 points)

Section A score: _____/20

B. Oversight (55 points total)

1. Are vital records (refer to WP BA 70 15) secure? (0-5 points)
2. Are there policies governing access to the material? *B1 subsection score: _____/8*
 - a. Are there policies related to external researchers? (0-2 points)
 - b. Is there an application to conduct research? (0-2 points)
 - c. Is there a researcher's agreement? (0-2 points)
 - d. Is there a researcher's code of conduct? (0-2 points)
3. Are there policies dealing with restrictions of material? (0-5 points)
4. Is there an appropriate collection management policy? (0-5 points)
5. Do policies provide for continuing and expanding access to the material? (0-5 points)
6. Is there a long-term archival preservation policy? (0-5 points)
7. How does the long-term archival preservation policy address electronic records? (0-5 points)
8. What processes or procedures does the applicant have in place for creating and using Memoranda of Understanding? *B7 subsection score: _____/9*
 - a. Do these processes address what can trigger the return of an item? (0-3 points)
 - b. Do these processes address the conditions of preservation for an item? (0-3 points)
 - c. Do these processes address potential restrictions on access to an item? (0-3 points)
9. Do the policies of the archives fit with the wider goals of the parent institution? Please describe. (0-8 points)

Section B score: _____/55

C. Physical Locations and Preservation (125 points total)

1. Is there an inventory of the holdings of the archives? (0-3 points)
2. Is the storage space safe to use? *C2 subsection score: _____/28*
 - a. Are items clearly and permanently marked for easy retrieval? (0-3 points)
 - b. Is the storage space well-maintained? (0-5 points)
 - c. Is the storage space well-lit? (0-5 points)
 - d. Are shelving units stable? (0-10 points)
 - e. Are there metal ladders or stepladders, commensurate to the shelving, available to allow access to high areas? (0-5 points)
3. Does the physical location(s) allow for preservation of the materials? *C3 subsection score: _____/79*
 - a. *Fire Safety*
 - i. Is the archives room fireproof? (0-3 points)
 - ii. Is there a fire alarm system in the archives? (0-3 points)
 - iii. Is there a fire extinguisher in the archives? (0-3 points)
 - iv. Is fireproof filing equipment used? (0-3 points)
 - v. Are permanent records stored in a fireproof cabinet? (0-3 points)

- vi. Have any additional measures been taken to prevent and extinguish fires? Please describe. (0-1 point)
- b. *Security*
 - i. Can access to the storage space be controlled? (0-3 points)
 - ii. Is a sign-out/in procedure used for accessing the archives? (0-3 points)
 - iii. Is access to the archives restricted? (0-3 points)
 - iv. Is the archives secured against break-ins? (0-3 points)
 - v. If electronic records are kept, are the records stored on a local server or on other denominational servers, rather than in the cloud? (0-5 points)
- c. *Environment*
 - i. Is the storage space dry and watertight? (0-5 points)
 - ii. Are there adequate and appropriate measures to control the level of humidity in the physical location? (0-5 points)
 - 1. If not, what current measures or plans to introduce measures to control the level of humidity in the physical location exist? (0-3 points)
 - iii. Does the archives have an acceptable temperature range for long-term storage? (0-5 points)
 - iv. Have measures been taken to prevent and protect against leaks? (0-5 points)
 - v. Have measures been taken to control termites, mice, and other pests? (0-5 points)
 - vi. Are acid-free boxes used to house records? (0-3 points)
- d. *Accessibility of records*
 - i. Are storage spaces easily and rapidly accessible? (0-5 points)
 - ii. Are storage spaces adequate for foreseen needs? (0-5 points)
 - iii. Does the storage space allow for expansion of holdings? (0-5 points)
- 4. Is there a good working relationship between the archives and the institutional IT department? (0-5 points)
- 5. Are there appropriate disaster policies and plans, including recovery from potential disasters? (0-5 points)
- 6. Do these disaster policies and plans address electronic records? (0-5 points)

Section C score: _____/125

For Evaluators

Remember:

- a. Applicant *must* achieve an overall minimum of 70% to achieve approved status (minimum of 140 points).
- b. Questions are scored along a range of points, which means that partial points are possible.
- c. If the applicant does not hold electronic records, sections related to those records are optional.
- d. If A2 has a score of zero points, applicant is not eligible to achieve approved status until archivist has been designated.
- e. If A4 has a score of zero points, applicant is not eligible to achieve approved status until committee whose terms of reference include archives and records management is created.
- f. If Section B has an overall section score of less than 60% [33 points is 60%], applicant is not eligible to achieve approved status until those policies are created.
- g. If B1 has a score of zero points, applicant is not eligible to achieve recognized status until vital records are secure.
- h. If either B1 or B8 have a score of less than 60% [B1, 4.8 points is 60%; B8, 5.4 points is 60%], applicant is not eligible to achieve approved status until those policies are created.
- i. To gain full points in C3a, applicant should have a built-in fire suppression system.
- j. If either C2 *or* C3 have a score of less than 80% [C2, 22.4 points is 80%; C3, 68.8 points is 80%], applicant is not eligible to achieve approved status until issues are corrected.
- k. In C5, “appropriate disaster plans and policies” should address *recovery* from disasters, not just prevention.

A section score: _____/20

B section score: _____/55

C section score: _____/125

Total score: _____/200

Observations:

Recommendation for status: _____