

Archives Accreditation Specifications – Recognized

A. Staffing

1. Is there a designated archivist, whether the designee is part-time or full-time?
2. Does the designated archivist have access to anyone trained in dealing with archival material?
3. Is there an institutional committee whose terms of reference include archives and records management?

B. Oversight

1. Are vital records (refer to WP BA 70-15) secure?
2. Are there policies governing researchers' access to the materials, including restricted materials?
 - a. Are there policies related to external researchers?
 - b. Is there a researcher's agreement?
 - c. Is there a researcher's code of conduct?
3. Are there policies dealing with restrictions of material?
4. Is there a collection management policy?
5. Does any archives policy deal with electronic records? Please describe.
6. Does any policy deal with electronic records? If yes, which ones?
7. 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?

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-lit?
 - c. Are shelving units stable?
 - d. Are there ladders or stepladders, commensurate with shelving, available to allow access to high areas?
3. Does the physical location(s) allow for materials to be preserved?
 - 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?
 - 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 accessible in an acceptable timeframe (within 48 hours)?
 - ii. Are storage spaces adequate for current needs?
4. Is there a working relationship between the archives and the institutional IT department?
5. Are there disaster prevention and recovery policies and plans? Please describe.

Evaluators' Score Sheet – Archives - Recognized

A. Staffing (10 points total)

1. Is there a designated archivist, whether the designee is part-time or full-time? (0-3 points)
2. Does the designated archivist have access to anyone trained in dealing with archival material? (0-2 points)
3. Is there an institutional committee whose terms of reference include archives and records management? (0-5 points)

Section A score: _____/10

B. Oversight (33 points)

1. Are vital records (refer to WP BA 70-15) secure? (0-5 points)
2. Are there policies governing researchers' access to the materials, including restricted materials? B2 subsection score: _____/6
 - a. Are there policies related to external researchers? (0-2 points)
 - b. Is there a researcher's agreement? (0-2 points)
 - c. 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 a collection management policy? (0-3 points)
5. Does any archival policy deal with electronic records? Please describe. (0-5 points)
6. What processes or procedures does the applicant have in place for creating and using Memoranda of Understanding? B6 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)

Section B score: _____/33

C. Physical Locations and Preservation (77 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: _____/11
 - a. Are items clearly and permanently marked for easy retrieval? (0-2 points)
 - b. Is the storage space well-lit? (0-3 points)
 - c. Are shelving units stable? (0-3 points)
 - d. Are there ladders or stepladders, commensurate with shelving, available to allow access to high areas? (0-3 points)
3. Does the physical location(s) allow for materials to be preserved? C3 subsection score: _____/53
 - 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)
- c. *Environment*
 - i. Is the storage space dry and watertight? (0-3 points)
 - ii. Are there adequate and appropriate measures to control the level of humidity in the physical location? (0-3 points)
 - 1. If not, what current measures or plans to introduce measures to control the level of humidity in the physical location exist? (0-2 points)
 - iii. Does the archives have an acceptable temperature range for long-term storage? (0-3 points)
 - iv. Have measures been taken to prevent and protect against leaks? (0-3 points)
 - v. Have measures been taken to control termites, mice, and other pests? (0-3 points)
 - vi. Are acid-free boxes used to house records? (0-2 points)
- d. *Accessibility of records*
 - i. Are storage spaces accessible in an acceptable timeframe (within 48 hours)? (0-3 points)
 - ii. Are storage spaces adequate for current needs? (0-3 points)
- 4. Is there a working relationship between the archives and the institutional IT department? (0-5 points)
- 5. Are there disaster prevention and recovery policies and plans? Please describe. (0-5 points)

Section C score: _____ / 77

For Evaluators

Remember:

- a. Applicant *must* achieve an overall minimum of 65% to achieve recognized status (minimum of 78 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 A1 has a score of zero points, applicant is not eligible to achieve recognized status until archivist has been designated.
- e. 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.
- f. If Section B has an overall section score of less than 60% [21 points is 60%], applicant is not eligible to achieve recognized 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 B2 or B6 have a score of less than 60% [B2, 4.8 points is 60%; B6, 5.4 points is 60%], applicant is not eligible to achieve recognized status until those policies are created.
- i. If either C2 *or* C3 have a score of less than 80% [C2, 8.8 points is 80%; C3, 42.4 points is 80%], applicant is not eligible to achieve recognized status until issues are corrected.

A section score: _____/10

B section score: _____/33

C section score: _____/77

Total score: _____/120

Observations:

Recommendation for status: _____