

## Archives Accreditation Specifications – Recognized

### Staffing

Is there a designated archivist, whether the designee is part-time or full-time?

Does the designated archivist have access to anyone trained in dealing with archival material?

### Oversight

Is there a committee whose terms of reference include archives and records management?

### Physical Locations and Preservation

Is the storage space safe to use?

Is the storage space well-lit?

Are shelving units stable?

Are there ladders or stepladders, commensurate with shelving, available to allow access to high areas?

Does the physical location(s) allow for materials to be preserved?

Can access to the storage space be controlled?

Is the storage space dry and watertight?

Have measures been taken to prevent and protect against leaks?

Have measures been taken to prevent and extinguish fires?

Have measures been taken to control termites, mice, and other pests?

Is the storage space accessible within an acceptable timeframe (e.g. a week, two weeks)?

Is the storage space adequate for current needs?

What is the relationship between the archives and the institutional IT department?

### Policies

Are there policies governing access to the material to researchers?

Are there policies related to external researchers?

Is there a researcher's agreement?

Is there a researcher's code of conduct?

Are vital records (refer to WP BA 70-15) secure?

Are there policies dealing with restrictions of material?

Is there a collection management policy?

Are there disaster policies and plans?

Does any policy deal with electronic records? If yes, which ones?

Is there an established policy for creating Memoranda of Understanding with donors?

Does the policy address what can trigger the return of an item?

Does the policy address the conditions of preservation for an item?

Does the policy address potential restrictions on access to an item?