

Records Center Accreditation Specifications – Approved

Staffing

Is staffing sufficient for adequate processing and preservation of materials?

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

Has the designated records manager been trained to deal with records? *or* Does the designated records manager have access to someone with that training?

Oversight

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

Does the committee receive reports on the records center at least annually?

Physical Locations and Preservation

Is the storage space safe to use?

Is the storage space well-maintained?

Is the storage space well-lit?

Are shelving units stable?

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

Does the physical location(s) allow for preservation of the materials?

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 easily and rapidly accessible?

Is the storage space adequate for foreseen needs?

Does the storage space allow for expansion of holdings?

Is there a good working relationship between the records center and the institutional IT department?

Policies

Are there policies governing access to the material to both internal and external researchers?

Are there disaster policies and plans?

Are electronic records addressed in these policies and plans?

Is there a retention schedule?

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

Is the retention schedule regularly updated (i.e., within the last two (2) years)?

Is the retention schedule regularly applied to records?

Are electronic records included in the retention schedule?