

## Records Center Accreditation Specifications – Recognized

### **Staffing**

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

Does the designated records manager have access to someone with training in records management?

### **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 to the 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?

Is there a 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?

Is there a retention schedule?

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

Has the retention schedule been updated?

Has the retention schedule been applied to records?

Are electronic records included in the retention schedule?