

Evaluators' Score Sheet – Archives - Approved

A. Staffing and Oversight (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. Physical Locations and Preservation (95 points total)

1. Is the storage space safe to use? *B1 subsection score: _____/25*
 - a. Is the storage space well-maintained? (0-5 points) _____
 - b. Is the storage space well-lit? (0-5 points) _____
 - c. Are shelving units stable? (0-10 points) _____
 - d. Are there metal ladders or stepladders, commensurate to the shelving, available to allow access to high areas? (0-5 points) _____
2. Does the physical location(s) allow for materials to be preserved? *B2 subsection score: _____/35*
 - a. Can access to the storage space be controlled? (0-10 points) _____
 - b. Is the storage space dry and watertight? (0-10 points) _____
 - c. Have measures been taken to prevent and protect against leaks? (0-5 points) _____
 - d. Have measures been taken to prevent and extinguish fires? (0-5 points) _____
 - e. Have measures been taken to control termites, mice, and other pests? (0-5 points) _____
3. Are there adequate and appropriate measures to control the level of humidity in the physical location? (0-10 points) _____
4. Is the storage space easily and rapidly accessible? (0-5 points) _____
5. Is the storage space adequate for foreseen needs? (0-5 points) _____
6. Does the storage space allow for expansion of holdings? (0-5 points) _____
7. Is there a good working relationship between the archives and the institutional IT department? (0-5 points) _____
8. 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) _____

Section B score: _____/95

C. Policies (60 points total)

1. Are there policies governing access to the material? *C1 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) _____
2. Are vital records (refer to WP BA 70 15) secure? (0-5 points) _____
3. Are there policies dealing with restrictions of material? (0-5 points) _____
4. Do policies provide for continuing and expanding access to the material? (0-5 points) _____
5. Is there an appropriate collection management policy? (0-5 points) _____
6. Are there appropriate disaster policies and plans? (0-5 points) _____
7. Is there a long-term archival preservation policy? (0-5 points) _____

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- a. Are electronic records included in the long-term archival preservation policy? (0-5 points) _____
8. What processes or procedures does the applicant have in place for creating and using Memoranda of Understanding? C7 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 fit with the wider goals of the parent institution? (0-8 points) _____

Section C score: _____/60

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For Evaluators

Remember:

- a. Applicant *must* achieve an overall minimum of 70% to achieve approved status (minimum of 122.5 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. To gain full points in B2d, applicant should have a built-in fire suppression system
- g. If either B1 *or* B2 have a score of less than 80% [B1, 20 points is 80%; B2, 28 points is 80%], applicant is not eligible to achieve approved status until issues are corrected
- h. If either C1 or C8 have a score of less than 60% [C1, 4.8 points is 60%; C7, 5.4 points is 60%], applicant is not eligible to achieve approved status until those policies are created
- i. In C6, “appropriate disaster plans and policies” should address *recovery* from disasters, not just prevention
- j. If Section C has an overall section score of less than 60% [36 points is 60%], applicant is not eligible to achieve approved status until those policies are created

A section score: _____/20

B section score: _____/95

C section score: _____/60

Total score: _____/175

Observations:

Recommendation for status: _____