

## Archives Accreditation Specifications – Approved

### A. Staffing and Oversight

1. Is staffing sufficient for adequate processing and preservation of materials?
2. Is there a designated archivist, whether the designee is part-time or full-time?
3. Has the designated archivist been trained to deal with archival material? *or* Does the designated archivist have access to someone with that training?
4. Is there an institutional committee whose terms of reference include archives and records management?
5. Does the committee receive reports on the archives at least annually?

### B. Physical Locations and Preservation

1. Is the storage space safe to use?
  - a. Is the storage space well-maintained?
  - b. Is the storage space well-lit?
  - c. Are shelving units stable?
  - d. Are there metal ladders or stepladders, commensurate to the shelving, available to allow access to high areas?
2. Does the physical location(s) allow for preservation of the materials?
  - a. Can access to the storage space be controlled?
  - b. Is the storage space dry and watertight?
  - c. Have measures been taken to prevent and protect against leaks?
  - d. Have measures been taken to prevent and extinguish fires?
  - e. Have measures been taken to control termites, mice, and other pests?
3. Are there adequate and appropriate measures to control the level of humidity in the physical location?
4. Is the storage space easily and rapidly accessible?
5. Is the storage space adequate for foreseen needs?
6. Does the storage space allow for expansion of holdings?
7. Is there a good working relationship between the archives and the institutional IT department?
8. If electronic records are kept, are the records stored on a local server or on other denominational servers, rather than in the cloud?

### C. Policies

1. Are there policies governing access to the material?
  - a. Are there policies related to external researchers?
  - b. Is there an application to conduct research?
  - c. Is there a researcher's agreement?
  - d. Is there a researcher's code of conduct?
2. Are vital records (refer to WP BA 70 15) secure?
3. Are there policies dealing with restrictions of material?
4. Do policies provide for continuing and expanding access to the material?
5. Is there an appropriate collection management policy?
6. Are there appropriate disaster policies and plans, including recovery from potential disasters?

7. Is there a long-term archival preservation policy?
  - a. Are electronic records included in the long-term archival preservation policy?
8. 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?
9. Do the policies fit with the wider goals of the parent institution?