

Evaluators' Score Sheet – Archives - Emerging

A. Staffing and Oversight (10 points total)

1. Is the Secretary directly responsible for the management of the archives? (0-3 points)
2. Is there a designated archivist who reports to the Secretary? (0-3 points)
3. If the designated archivist is not trained in archival science, does the designated archivist have access to anyone trained in dealing with archival material? (0-2 points)
4. Does the archives report to an institutional committee? Which one? (0-2 points)

Section A score: _____/10

B. Physical Locations and Preservation (71 points)

1. Is there an inventory of the holdings of the archives? (0-3 points)
2. Is the storage space safe for staff to access? B2 subsection score: _____/11
 - a. Are items clearly and permanently marked for easy retrieval? (0-2 points)
 - b. Is the storage space well-lit? (0-3 points)
 - c. Are shelving units stable? (0-3 points)
 - d. Are there ladders or stepladders, commensurate to the shelving, available to allow access to high areas? (0-3 points)
3. Does the physical location(s) allow for materials to be preserved? C3 subsection score: _____/54
 - a. *Fire Safety*
 - i. Is the archives room fireproof? (0-3 points)
 - ii. Is there a fire alarm system in the archives? (0-3 points)
 - iii. Is there a fire extinguisher in the archives? (0-3 points)
 - iv. Is fireproof filing equipment used? (0-3 points)
 - v. Are permanent records stored in a fireproof cabinet? (0-3 points)
 - vi. Have any additional measures been taken to prevent and extinguish fires? Please describe. (0-1 point)
 - b. *Security*
 - i. Can access to the storage space be controlled? (0-3 points)
 - ii. Is a sign-out/in procedure used for accessing the archives? (0-3 points)
 - iii. Is access to the archives restricted? (0-3 points)
 - iv. Is the archives secured against break-ins? (0-3 points)
 - c. *Environment*
 - i. Is the storage space dry and watertight? (0-3 points)
 - ii. Is humidity controlled in the archives? (0-3 points)
 1. If not, what current measures or plans to introduce measures to control the level of humidity in the physical location exist? (0-2 points)
 - iii. Does the archives have an acceptable temperature range for long-term storage? (0-3 points)
 - iv. Have measures been taken to prevent and protect against leaks? (0-3 points)
 - v. Have measures been taken to control termites, mice, and other pests? (0-3 points)
 - d. *Accessibility of records*
 - i. Are storage spaces adequate for current needs? (0-3 points)
 - ii. Are there policies governing researchers' access to the materials, including restricted materials? Please describe. (0-3 points)
 - iii. How does the archives handle donations of archival material? Please describe. (0-3 points)

4. Is there a working relationship between the archives and the institutional IT department? (0-3 points)

Section B score: _____/71

C. Policies (19 points)

1. Are vital records (refer to WP BA 70-15) secure? (0-5 points)
2. Are retrievals and returns to the archives recorded? (0-3 points)
3. Is there a collection management policy? (0-3 points)
4. Is there an organizational plan for the archives? (0-2 points)
5. Does any archives policy include electronic records? (0-3 points)
6. Are there disaster policies and plans? Please describe. (0-3 points)

Section C score: _____/19

For Evaluators

Remember:

- a. Applicant *must* achieve an overall minimum of 60% to achieve emerging status (minimum of 60 points)
- b. Questions are scored along a range of points, which means that partial points are possible
- c. If Section A has a score of less than half the total number of section points [equal to or less than 5 points], applicant is not eligible to achieve emerging status until archivist has been designated
- d. If either B2 or B3 have a score of less than 50%, applicant is not eligible to achieve emerging status until safety and preservation issues are corrected
- e. If Section C has an overall section score of less than 50% [9.5 points is 50%], applicant is not eligible to achieve emerging status until those policies are created
- f. If C1 has a score of zero points, applicant is not eligible to achieve emerging status until vital records are secure

A section score: _____/ 10

B section score: _____/71

C section score: _____/19

Total score: _____/100

Observations:

Recommendation for status: _____