

Archives Accreditation Specifications – Emerging

A. Staffing and Oversight

1. Is the Secretary directly responsible for the management of the archives?
2. Is there a designated archivist who reports to the Secretary?
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?
4. Does the archives report to an institutional committee? Which one?

B. Physical Locations and Preservation

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

C. Policies

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

2. Are retrievals and returns to the archives recorded?
3. Is there a collection management policy?
4. Is there an organizational plan for the archives?
5. Does any archives policy include electronic records?
6. Are there disaster policies and plans? Please describe.