

Evaluators' Score Sheet – Archives - Recognized

A. Staffing and Oversight (10 points total)

1. Is there a designated archivist, whether the designee is part-time or full-time? (0-3 points) _____
2. Does the designated archivist have access to anyone trained in dealing with archival material? (0-2 points) _____
3. Is there an institutional committee whose terms of reference include archives and records management? (0-5 points) _____

Section A score: _____/10

B. Physical Locations and Preservation (80 points total)

1. Is the storage space safe to use? *B1 subsection score: _____/20*
 - a. Is the storage space well-lit? (0-5 points) _____
 - b. Are shelving units stable? (0-10 points) _____
 - c. Are there 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 securely 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 accessible within forty-eight (48) hours? (0-5 points) _____
5. Is the storage space adequate for current needs? (0-5 points) _____
6. Is there a working relationship between the records center and the institutional IT department? (0-5 points) _____

Section B score: _____/80

C. Policies (40 points total)

1. Are there policies governing researchers' access to the archives' holdings? *C1 subsection score: _____/8*
 - a. Are there any policies regarding external researchers? (0-2 points) _____
 - b. Do any policies address access to restricted materials? (0-2 points) _____
 - b. Is there a researcher's agreement? (0-2 points) _____
 - c. 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. Is there a collection management policy? (0-3 points) _____
5. Are there disaster prevention and recovery policies and plans? (0-5 points) _____
6. Does any archival policy deal with electronic records? If yes, which ones? (0-5 points) _____
7. 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) _____

Section C score: _____/40

Evaluators' Score Sheet - Records Center – Recognized

For Evaluators

Remember:

- a. Applicant *must* achieve an overall minimum of 65% to achieve recognized status (minimum of 84.5 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 A1 has a score of zero points, applicant is not eligible to achieve recognized status until archivist has been designated
- e. If A3 has a score of zero points, applicant is not eligible to achieve recognized status until committee whose terms of reference include archives and records management is created
- f. If either B1 *or* B2 have a score of less than 80% [B1, 16 points is 80%; B2, 28 points is 80%], applicant is not eligible to achieve recognized status until issues are corrected
- g. If either C1 *or* C7 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 recognized status until those policies are created
- h. If Section C has an overall section score of less than 60% [24 points is 60%], applicant is not eligible to achieve recognized status until those policies are created

A section score: _____/10

B section score: _____/80

C section score: _____/40

Total score: _____/130

Observations:

Recommendation for status: _____