

Evaluators' Score Sheet - Records Center – 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 records manager, whether the designee is part-time or full-time? (0-5 points) \_\_\_\_\_
3. Has the designated records manager been trained to deal with records? *or* Does the designated records manager have access to someone with that training? (0-5 points) \_\_\_\_\_
4. Is there an institutional committee whose terms of reference include archives and records management? (0-3 points) \_\_\_\_\_
5. Does the committee receive reports on the records center at least annually? (0-2 points) \_\_\_\_\_

**Section A score:** \_\_\_\_\_/20

**B. Physical Locations and Preservation** (90 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 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 records center and the institutional IT department? (0-5 points) \_\_\_\_\_

**Section B score:** \_\_\_\_\_/90

**C. Policies** (35 points total)

1. Are vital records (refer to WP BA 70 15) secure? (0-5 points) \_\_\_\_\_
2. Is the retention schedule regularly updated (i.e., within the last two (2) years)? (0-5 points) \_\_\_\_\_
3. Is the retention schedule regularly applied to records? (0-5 points) \_\_\_\_\_
4. Are electronic records included in the retention schedule? (0-5 points) \_\_\_\_\_
5. Are there policies governing access to the records? (0-5 points) \_\_\_\_\_
6. Are there disaster prevention and recovery policies and plans? (0-5 points) \_\_\_\_\_
  - a. Are electronic records addressed in these policies and plans? (0-5 points) \_\_\_\_\_

**Section C score:** \_\_\_\_\_/35

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**For Evaluators**

Remember:

- a. Applicant *must* achieve an overall minimum of 70% to achieve approved status (minimum of 101.5 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, questions related to those records are optional
- d. If A2 has a score of zero points, applicant is not eligible to achieve approved status until records manager 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. 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
- g. If C2 OR C3 have a score of zero points, applicant is not eligible to achieve approved status until retention schedule is created and implemented
- h. If Section C has an overall section score of less than 60% [21 points is 60%], applicant is not eligible to achieve approved status until those policies are created

A section score: \_\_\_\_\_/20

B section score: \_\_\_\_\_/90

C section score: \_\_\_\_\_/35

**Total score: \_\_\_\_\_/145**

*Observations:*

**Recommendation for status:** \_\_\_\_\_