

Records Center Accreditation Specifications – Emerging

A. Staffing

1. Is the Secretary directly responsible for the management of the records center?
2. Is there a designated records manager who reports to the Secretary?
3. Is there an institutional committee who oversees records management?

B. Oversight

1. Are vital records (cf. WP BA 70-15) secure?
2. Are retrievals and returns to the records center recorded?
3. Is there an organizational plan for the records center?

C. Retention Schedule

1. Is there a retention schedule?
2. Has the retention schedule been updated within the last five years?
3. Is the retention schedule in harmony with GC Working Policy BA 70 10?
4. Does the retention schedule include electronic records?

D. Physical Locations and Preservation

1. Is there an inventory of the holdings of the records center?
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 records center room fireproof?
 - ii. Is there a fire alarm system in the records center?
 - iii. Is there a fire extinguisher in the records center?
 - 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 records center?
 - iii. Is access to the records center 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 records center?
 - 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 records center 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 accessible in an acceptable timeframe (within a week)?
 - ii. Are storage spaces adequate for current needs?
- 4. Is there a working relationship between the records center and the institutional IT department?
- 5. Are there disaster policies and plans? Please describe.