

Evaluators' Score Sheet - Records Center – Recognized

A. Staffing and Oversight (10 points total)

1. Is there a designated records manager, whether the designee is part-time or full-time? (0-3 points) _____
2. Does the designated records manager have access to someone with records management training? (0-2 points) _____
3. Is there an institutional committee whose terms of reference include 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 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 (35 points total)

1. Are vital records (refer to WP BA 70-15) secure? (0-5 points) _____
2. Is there a retention schedule that has been updated within the last two years? (0-5 points) _____
3. Has the retention schedule been applied to records? (0-5 points) _____
4. How 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) _____

Section C score: _____/30

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For Evaluators

Remember:

- a. Applicant *must* achieve an overall minimum of 65% to achieve recognized status (minimum of 78 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 such are optional
- d. If A1 has a score of zero points, applicant is not eligible to achieve recognized status until records manager 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 Section C has an overall section score of less than 60%, applicant is not eligible to achieve recognized status until those policies are created
- h. If C1 has a score of zero points, applicant is not eligible to achieve recognized status until vital records are secure
- i. If C3 has a score of zero points, applicant is not eligible to achieve recognized status until retention schedule is created and implemented

A section score: _____/10

B section score: _____/80

C section score: _____/30

Total score: _____/120

Observations:

Recommendation for status: _____