

UNDERSTANDING ARCHIVES

APPRAISAL CHECKLIST

The Appraisal Checklist is a tool to use when determining whether records are archival or permanent, and whether or not they should be a part of your collection.

1. What is the provenance of the records?
2. What do the records document?
3. What is the relationship of the records to your current collection?
4. How do the records fit the goals of your organization's mission?
5. How do the records fit the goals of your collection policy?
6. How do the records fit into a collecting project?
7. How do the records fit into your documentation strategy?
8. Are the records considered to be vital records?
9. Is the information or record duplicated elsewhere in your collection?
10. What is the storage medium? Is the information documented elsewhere in an easier to use format?
11. What are the costs of acquiring and preserving the records?
12. How do legal guidelines apply to the records?
13. How do records retention schedules apply to the records?
14. What restrictions apply to the records?
15. What record values do the records have?
16. What use do you anticipate for the records?

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http://www.mnhs.org/preserve/records/docs_pdfs/recordservices/appchecklist.pdf