Archive Service Accreditation

Application form

May 2025

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PLEASE USE THE 'GUIDANCE FOR DEVELOPING AND COMPLETING AN APPLICATION' TO HELP YOU FILL IN THIS FORM.

A. INTRODUCTION TO YOUR ARCHIVE SERVICE

A.1 Applicant details

Q1. Identification

Governing body name:	
Governing body address:	
Postcode:	
Name of Archive Service: **(this will be the name on the Accreditation certificate)**	
Accredited archive service number (if applicable)	
ARCHON code(s):	
Website:	
Joint services: Please state for which organisations you provide an archive service, and comment on the basis on which service is provided.	

Accredited museum number: *(if applicable)*	3

Q2. Please select the type of archive service that most closely describes your organisation.

Descriptions of each type of archive service are available in the scalability table for this scheme.

Local Authority Archive Service Type 1 ☐

Local Authority Archive Service Type 2 ☐

Other Public Sector Archive Service Type 1 ☐

Other Public Sector Archive Service Type 2 ☐

Private and Third Sector Archive Service Type 1 ☐

Private and Third Sector Archive Service Type 2 ☐

Private and Third Sector Archive Service Type 3 ☐

Q3. Main contacts:

This should be the most senior member of staff of the archive service.

Title:	
First name:	
Last name:	
Job title/position:	
Correspondence address:	
Postcode:	
Telephone number:	
Email address:	

Additional contact details

If you would like to add an additional contact for administrative purposes such as organising assessment visits or following up information on the form please give their details here.

Title:	
First name:	
Last name:	

Job title/position:	
Correspondence address:	
Postcode:	
Telephone number:	
Email address:	

For reasons of speed and cost we prefer contact by email. If you wish to be contacted by post, via the main archive service address, please tick this box: ☐

Q4. If you would like to receive communication in alternative formats, please let us know.

If other please advise:

A.2 Service and Collection details

Note

Archive service statistics and financial information should be provided for the same year throughout and this should be the last full financial year. Section 1 asks about the basis of your financial year.

Q5. Please provide details of the size of your archive collection using one of the following:

[ ] Items   [ ] Linear metres   [ ] Cubic metres

Whichever measurement is chosen should be used throughout the form.

Q6. If applicable, please provide the size of your born digital collections:

[ ] Gigabytes OR [ ] Terabytes OR [ ] Petabytes

If you need to provide an explanation for any of the figures in questions Q5 or Q6 please provide it here:

| |
| |

Q7. If you do not meet the eligibility criterion for size of archive collection but have sought advice from your assessing body, please provide details here of which assessing body you consulted:

| |
| |

Q8. Please provide a brief description of the physical formats in your collection Please add any formats not listed.

Format	Description (no more than 100 words each)
Paper	
Parchment	
Photographs	
Audio visual	
Digital media	
Maps	
Moving image material	

Q9. How are the following services provided?

For 'delivery method' please choose from:

- **Provided by archive service**

- **Provided elsewhere in the governing body or bodies**

- **Provided by outside organisation/partnership**

- **Not provided**

- **Planned within 5 years**

This question aims to build an overview of the service and is not necessarily comprehensive. Please add any services you provide which are not listed.

Service	Delivery Method	Description
Archives Services		
Records Management		
Corporate lead on Freedom of Information		
Corporate lead on Data Protection		
Electronic Records Management		
Collections care and conservation		
Remedial conservation of archives		
Preventive conservation of archives		
Digitisation of physical archives		
Digital repository for born-digital archives		
Access and Engagement		

Access to surrogate copies of archives		
Off-site engagement work		
Research service for governing body staff		
Research service for external users		
Learning services		
Printed reference material		
Licensing of material		

Q10. Please provide details of the public usage of your archive service as follows:

	Use of resources	Are the figures for use of archives only? Yes/No	Total number	Additional information
1	Total number of visitors of all kinds to site in the last year			
2	Of visitors included above, how many were using the archival resources for direct research (rather than activities such as group visits and exhibitions)?			
3	Number of items produced in the last year			
4	Number of appearances in exhibitions in the last year			
5	Number of learning events held in-house in the last year			
6	Number of learning events held outside in the last year			
7	Total attendance of learning events in the last year			
8	Enquiries received by post, email and telephone in the last year			
9	Number of visits to website in the last year			
10	Estimated number of page impressions and user visits to archive services online research resources hosted by commercial providers in the last year			
11	Estimated number of page impressions and user visits to the archive service's online catalogues in the last year			

12	Number of times moving image material contributed to screenings			

Q11. Please provide details of any usage of your archive service that is not covered by the public usage above Examples could include internal promotional activities, corporate heritage publicity, file production for internal organisational use, tours for new staff etc. Please leave this table blank where it is not relevant to your service.

	Use of resources	Are the figures for archive use only? Yes/No	Total number	Additional information
1	Total number of visitors of all kinds to site in the last year			
2	Of visitors included above, how many were using the archival resources for their own study?			
3	Number of items produced in the last year			
4	Number of appearances in exhibitions in the last year			
5	Number of learning events held in-house in the last year			
6	Number of learning events held outside in the last year			
7	Total attendance of learning events in the last year			
8	Enquiries received by post, email and telephone in the last year			
9	Number of visits to website in the last year			
10	Estimated number of page impressions and user visits to the archive service's online catalogues in the last year			

Q12. If the last complete financial year has been unusual in terms of closure or a new service or any other factor which has had a material impact on the service, please provide details. (300 word limit)

A.3 Funding of the archive service

Q13. Please provide an indication of which of the following broad bands the total headline annual budget for the archive service falls into. If it is not possible to separate out the budget of the archive service from a larger service of which the archive is part (e.g. a library) please put in the budget of the larger service.

Under £50,000 pa	
£50,001-£100,000pa	
£100,001-£250,000 pa	
£250,001-£500,000 pa	
£500,000- £750,000 pa	
£750,000-£1 million pa	
£1million-£2 million pa	
Over £2 million pa	

EXISTING AWARD HOLDERS: PROGRESS AGAINST REQUIRED OR IMPROVEMENT ACTIONS

Please describe here progress that the archive service has made towards any Required and/or Improvement Actions that were identified in the feedback as part of the assessment for Archive Service Accreditation and which were not subsequently confirmed as completed during formal review.

Required or Improvement Action	Requirement(s) or sub-requirements to which it relates	Progress towards action

SECTION 1: ORGANISATIONAL HEALTH

1.1 Mission and Values

Q14. What is the mission statement of your archive service? (300 word limit)

Q15. Please provide the document(s) in which it is published and list on the application evidence table at the end of this form.

Q16. Outline your organisational values. If this is detailed in a document, please provide a copy, or refer to documents uploaded elsewhere in this application (300 word limit)

Q17. Summarise how you score using the EDIB Self-Assessment Model, how this demonstrates your values and your improvement priorities. If this is detailed in a document or your service has been through an alternative structured self-assessment in this area, please upload evidence.

Q18 Please indicate whether your archive service, or parent organisation, holds externally validated organisational development accreditation/awards. These are not essential for Archive Service Accreditation, but they help to demonstrate meeting the requirements of the standard. (tick all that apply)

Award	Service	Parent Organisation	Review date
Investors in People	☐	☐	
Investors in Volunteers	☐	☐	
National Equality Standard	☐	☐	
Race Equality Charter	☐	☐	
Other	☐	☐	

If you selected 'other', please specify here: (100 word limit)

1.2 Governance and management structures

Q19. What is the name of the governing body of the archive service?

Q20. Please describe the legal status of the archive service or its parent body where the archive does not have a separate legal status. (200 word limit)

Q21. Is the archive service, or its parent body/bodies, registered with Companies House?

☐ **Yes**   ☐ No

If 'Yes', please provide the company number:

Q22. Is the archive service, or its parent body/bodies, registered with the Charity Commission (England and Wales) or the Office of the Scottish Charity Regulator?

☐ **Yes**   ☐ No

If 'Yes', please provide the charity number:

Q23.   Please provide a copy of your archive service's current constitution (if applicable) and list on the evidence table at the end of this form.

Q24. Which of the following best describes the management arrangements of your archive service?

☐	the governing body manages the archive service and does not have a wider remit.
☐	the governing body has set up a managing committee(s) to manage the archive service.
☐	a legally separate managing organisation manages the archive service.
☐	the governing body has a wider remit, e.g. a local authority/ other public sector body, business or charity with broader aims.
☐	other

Q25. With reference to the guidance, please describe the management arrangements of your archive service (200 word limit).

Q26. Please submit evidence of these arrangements, listing documents on the evidence table at the end of this form. These should include an organogram or

flowchart illustrating how the archive service management relates to the governing body.

Q27. Do you expect any major changes of governance in the next three years? If so, please outline them here.

1.3 Forward Planning

Q28. Please provide a copy of your Forward plan and list on the evidence table at the end of this form.

Q29. If your evidence relating to this requirement is integrated with another document, or divided between two or more documents, please detail below. (100 word limit)

Q30. Please outline how your Forward plan has been developed - cross reference to Collections Management and Access Plans as appropriate. (200 word limit)

Q31. Please confirm the date of the next review of your Forward plan.

Q32 Please describe how progress towards the key objectives of your Forward plan is measured. (300 word limit)

Q33. Comment on the extent to which your Forward plan has been delivered, and the reasons why any elements may not have been delivered. (300 word limit)

Q34. Please describe how your archive service is considering environmental sustainability in its current delivery and future development of the service? (225 words maximum)

1.4 Resources: spaces and storage

Q35   Please indicate the size of your archival holding. Information should be provided in either cubic metres (preferable) or linear metres for analogue material excluding film, number of items for analogue films, and in gigabytes <u>or</u> terabytes or petabytes (depending on which is most suitable for your holdings) for digital holdings. Please indicate the unit of measurement for all entries. The unit of measurement used for each entry should match the unit of measurement used throughout the application. Please consult the glossary for clarity about definitions.

	Total physical holdings	*Total born-digital holdings*
Archival holdings		
Records Management holdings		
Other holdings e.g. objects		
Total holdings		
Vacant storage		
Total capacity		

Q36 Please estimate how many years' expansion capacity your current premises provide using the guidance provided. If you have less than 5 years' expansion capacity, please explain your strategy for providing additional suitable space.

Expansion capacity: [   ] **Years**

Expansion Strategy (200 word limit)**:**

Q37. Please provide details of each site on which you provide public access or store analogue archives:

No of site	Name and address of site	Whether storage or collections access & engagement only or both	Terms of occupancy[1]	Whether shared or sole occupant [2]	% of collection located at site	Any specialist storage on site	Current proposed end date of occupancy
1							
2							
3							
4							
5							

Q38 Please explain your current arrangements for storage of digital records and how this meets the current and future needs of your collections. (400 word limit)

Q39 Please give details of any third-party provision of digital storage for your service, including end date (MM/YYYY) for each contracted arrangement. (300 word limit)

Q40 Where applicable, please explain the arrangements for exit from this provider(s) and your plans for the end of this contract. (300 word limit)

Q41 Are there any other significant factors that could impact on your service's ability to deliver storage for digital collections over the next three years? (300 word limit)

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[1] E.g. Owned, freehold, leasehold, licensed or temporary hire, permission to occupy, PFI development.

[2] If shared occupancy please name other occupants

Q42 Please indicate whether your archive service or your third-party provider(s) of digital storage facilities is certified against a recognised external standard

External certification is not a requirement for Archive Service Accreditation but can provide valuable evidence of sustainability and risk management.

Certification	Service	External provider	Review Date
ISO16363 external certification			
ISO16363 peer review			
CoreTrustSeal external certification			
CoreTrustSeal peer review			
Other form of certification (please specify)			

Q43 Please describe how sites where you provide public access meet the capacity and needs of your expected user numbers. This should include individual researchers and group visitors where applicable. (400 word limit)

Q44 Please describe how the service premises meet the needs of your workforce and planning, identifying any constraints imposed by current premises. (300 word limit)

Q45 Please describe how you are planning towards the expiry dates of all occupancy arrangements for physical premises and detail agreed management actions – cross reference to Forward plan, as appropriate. (300 word limit)

Q46. Are there any other significant factors that could impact on your service's accommodation over the next three years? (300 word limit)

<div style="border:1px solid black; height:160px;"></div>

1.5 Resources: finance

To achieve Accreditation, archive services need to demonstrate a sound financial basis by submitting two years of relevant accounts appropriate to their constitutional arrangements.

Organisations with a legally separate managing committee must submit accounts from that organisation in addition to the governing body.

Q47 Please describe when your financial year starts and finishes. E.g. April to March, July to June.

<div style="border:1px solid black; height:40px;"></div>

Q48 Has the archive service been in operation for less than two financial years under the current governance structure?

☐ yes   ☐ no

Q49 If you selected 'yes' please indicate how your financial basis will be evidenced for two full financial cycles (100 word limit)**. Please provide this evidence and list on the evidence table at the end of this form.**

<div style="border:1px solid black; height:100px;"></div>

Q50 If you selected 'no' please provide copies of the appropriate documentation demonstrating two years' sound financial basis for the archive service (attach electronic copy and list on the evidence table)

Q51 Please describe the role played by archive service managers in financial decision-making processes and budget management, relevant to the archive service. (200 word limit)

<div style="border:1px solid black; height:100px;"></div>

Q52 Please explain how your service budgets for sustainable digital preservation where relevant to the mission and purpose of your archive service. If funding lies outside the archive service's budget, please describe the role played by archive service managers in financial decision-making processes relating to digital preservation. (300 word limit)

Q53 Please provide an indicative breakdown of your sources of income over the last complete financial year.

Type of funding	Name of Source	% of total income
Governing body		
Central government		
Other government		
Local authority		
Higher Education		
National Lottery Heritage Fund		
Arts Council		
Other lottery funds		
Recharging		
Earned		
Private investment		
Other		

Q54 Is this breakdown representative of income patterns over the last three years? Please explain your answer. (200 word limit)

Q55 Do you anticipate any major changes to your core funding in the next two years and how is the service planning to respond to these changes? (200 word limit)

1.6 Resources: workforce

Q56 Please provide a copy of your workforce chart, as described in the guidance. Please do not name individual post holders. (attach electronic copy and list on the evidence table)

If you have any comments to make to clarify the chart and/or identify proportions of staff time, please comment here (300 word limit):

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| |

Staff

Q57 Please confirm that you employ one or more professionally-qualified staff. If you do not employ professional staff, please explain how you meet the requirement for appropriate levels of professional archive and conservation advice to your service. (200 word limit)

| |
| |

Q58 Please provide a copy of the role profile and responsibilities of your senior service manager. (Attach electronic copy and list on the evidence table)

Q59 Please identify the post(s) with lead responsibility for development of digital preservation capacity for your archive service, where relevant to your mission and purpose.
If responsibility lies outside the archive service, please describe the role played by archive service managers in decision-making processes relating to digital preservation. (200 word limit)

| |
| |

Q60 Please identify the post(s) with lead responsibility for EDI for your archive service.
If responsibility lies outside the archive service, please describe the role played by archive service managers in decision-making processes relating to inclusive practice. (200 word limit)

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Q61 Please explain any vacant or frozen posts or any anticipated changes in staffing that impact on the archive service and are either agreed or underway. (300 word limit)

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Q62 Please confirm that all paid employees have a signed employment contract and documentation that sets out their role, responsibilities and expectations. ☐

Q63 Please describe the types of development opportunities currently offered to your archive service staff and interns. (300 word limit)

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Q64 Please describe how you ensure that professional staff are appropriately qualified on appointment. This includes employed staff and contractors. (200 word limit)

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Managing and developing the workforce

Q65 What policies and procedures do you have in place for supporting a diverse workforce?
Please give details of any activity you are undertaking to increase inclusiveness in your recruitment activity, and your staff and volunteer support. If this is detailed in a document, please provide a copy, or refer to documents uploaded elsewhere in this application.

Q66 Are all new members of the archive service workforce (paid and unpaid) given induction training?

☐ yes   ☐ no

Q67 Are all new members of the governing body and management committee(s) (paid and unpaid) offered training which introduces the archive service?

☐ yes   ☐ no

If you ticked yes, does the induction of top management include an introduction to the organisation's archive service?

☐ yes   ☐ no

Q68 Are all members of the archive service workforce (paid and unpaid) given EDI training?

☐ *yes* ☐ *no*

Q69 As your service changes and develops, please describe how you identify the development needs of your archive service workforce, e.g. with regard to increasing digital preservation capacity, and developing diversity and inclusive practice? (200 word limit)

Q70 Please describe the types of future development opportunities planned for your archive service workforce. (200 word limit)

Volunteers

Q71 Please describe how volunteers are recruited, managed and supported in their work either by uploading policy documentation such as volunteering policies and role profiles or, where any of these aspects are not covered by documentation, by describing them here. (300 word limit)

Q72 Please confirm that all volunteers have an agreement and documentation that sets out their voluntary role and expectations. ☐

Q73 Please provide details of the work of volunteers in the last full financial year.

Area of work of volunteers	Numbers involved	Approx total hours per annum

Q74 Please describe the types of development opportunities currently offered to your archive service volunteers. (200 word limit)

SECTION 2: COLLECTIONS

2.1 Collections Management Policies

Q75 Please provide a copy of your policy/policies on collections management and list on the Evidence Table at the end of this form.

OR

Q76 Please describe how you ensure a co-ordinated approach to your collection management activity, including the four core areas of collections development, information, care and conservation and access (300 word limit)**.**

2.2 Collections Development

Requirement 2.2.1 Policies on collections development

Q77 Please provide a copy of your policy (or suite of policies) on collections development and list on the application evidence table at the end of this form. There is currently no mandatory model or template for collecting or collections development policies in the UK archive sector.

Q78 Please describe how records from your parent body or bodies are transferred to the archive service, with regard to both analogue and digital material where relevant. (300 word)

Requirement 2.2.2 Collections development plans

Q79 Please provide a copy of your plan for collections development and list on the Evidence Table at the end of this form.

Q80 How far do the collections held by your archive service reflect the breadth of your collecting remit and the communities the archive is constituted to serve? Please give details of any activity you are undertaking to increase the representativeness of collections. If this is detailed in a document, please provide a copy, or refer to documents uploaded elsewhere in this application.

Q81 Please comment on how recent accessions show your collection development plans in practice. (200 word limit)

Q82 Please outline any instance(s) in the last 5 years when your archive service was unable to accept material falling within your collection development policy, whether on grounds of size, complexity or format, including digital records. Please comment on the outcome of the offer and any alternative repository you recommended. (300 word limit)

Q83 Please describe the key issues and risks relating to the legal status of your collections, with regard especially to loans and legacy deposits, unclear or disputed provenance, spoliation or other requests for restitution, and indicate how these are being addressed (cross reference to relevant forward plans submitted with this application). (200 word limit)

2.3 Collections Information

Requirement 2.3.1 Collections information policy

Q84 Please provide a copy of your policy (or suite of policies) on collections information and list on the application evidence table at the end of this form. There is no single standard model or template for a collections information policy. The decision about format will depend on what best suits your organisation.

Q85 Please indicate the current cataloguing standards used by your service:

☐	Full ISAD(G)	☐	In-house standard, in broad conformance with ISAD(G) mandatory
☐	ISAD(G) mandatory elements	☐	Recognised descriptive standard for other media e.g. FIAF for moving image (please specify below)
☐	Cataloguing is not standards based	☐	Other

Q86 If you selected 'other', please specify here. (100 word limit)

Requirement 2.3.2 Collections information plans

Q87 Please provide a copy of your plan for collections information and list on the application evidence table at the end of this form.

Q88 Please describe your position with regard to cataloguing using the table below. If you do not have precise details please provide an estimate and describe how you have reached these figures.

Cataloguing state	% of overall collection
Fully catalogued (the expectation is that this will be in accordance with at least the mandatory elements of ISAD(g))	
Fully catalogued (but to a lower standard than ISAD(g))	
Box-listed or roughly-listed material, or collections for which only collection-level descriptions exist	
Completely unlisted collections	

Q89 If ISAD(G) is not appropriate for the collections, please note the descriptive standard(s) used to complete the table. (200 word limit)

Q90 If you need to explain further, please do so here. (200 word limit)

Q91 What proportion of your collections require review of legacy descriptive information?

Q92 What % of your collection has a full catalogue available online?

Q93 If you wish to add more explanation about online cataloguing please do so here. (200 word limit)

Requirement 2.3.3 Collections information procedures

Q94 Please describe the collections information procedures that are in place. (300 word limit)

Q95 Please describe how these procedures are communicated to the workforce and monitored, to ensure quality control. (200 word limit)

Q96 Please explain how collections information on analogue and digital records is managed and integrated for the benefit of users, where relevant to your service's mission and purpose. (200 word limit)

2.4 Collections Care and Conservation

Requirement 2.4.1 Collections care and conservation policy

Q97 Please provide a copy of your policy on collections care and conservation and list on the application evidence table at the end of this form. There is no single standard model or template for a collections care and conservation policy. The decision about format will depend on what best suits your organisation**. Disaster recovery and business continuity** are dealt with at 2.4.4.

Requirement 2.4.2 Collections care and conservation plans

Q98 Please provide a copy of your plan for collections care and conservation and list on the application evidence table at the end of this form.

Q99 Please describe your overall position with regard to collection care using the table below. If you do not have precise details please provide an estimate and describe how you have reached these figures.

Collection care state	% (this column does not typically total 100%)
Percentage of analogue holdings with suitable secondary packaging	
Percentage of analogue holdings which are unstable[3]	
Percentage of analogue holdings with a surrogate (digital or microform)	
Percentage of digital holdings within a managed preservation system[4]	

Q100 If you need to explain further, please do so here. (200 words limit)

Requirement 2.4.3 Routine collections care procedures

Disaster recovery and business continuity are dealt with at 2.4.4.

Collections Care Procedures (analogue collections)

Q101 Please outline how you have assessed and managed the risks to your analogue collections (300 word limit)**.**

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[3] 'Unstable' is defined by the Preservation Assessment Survey as material in poor or unusable condition.

[4] A system which follows the OAIS model

Q102 Please list the main risks to your analogue collections at each site and how you have addressed these risks. We would specifically like information on security, fire and water risks, but please add any additional relevant risks.

Site	Risk	Action (100 word limit per risk)

Q103 Please outline the proportions of analogue archive storage which do not meet PD5454:2012 or BS4971/EN16893 in full and how these areas are managed. Please include reference to all storage areas outlined above. (300 word limit)

Q104 With regard to the guidance, please supply copies of your temperature and humidity records for the last 12 months.

Attached ☐

Q105 If you need to clarify any recorded anomalies please record them here. (200 word limit)

Collections care procedures (digital collections)

Q106 With reference to the guidance, please assess your service's current overall level of digital preservation procedures with reference to a recognised maturity model. Comment on how you have arrived at this assessment for each functional area and the challenges you identify in moving to a higher level.

If you have completed a recent self-assessment against the NDSA Levels of Preservation or DPC Rapid Assessment Model, please upload it here. If you do not have a completed self-assessment, please complete the table:

Functional Area	Level 0-4	Comment
Storage		

Integrity		
Control		
Metadata		
Content		

Q107 Please outline the main risks arising from your current overall approach to preservation procedures for digital collections. Comment on how you have understood and assessed the risks and where mitigating actions are in place, if not outlined in Q101. Alternatively, please upload risk assessment and mitigation documentation for digital collections, if you have it.

Q108 Please describe how your collection care and risk management procedures are communicated to the workforce and monitored, to ensure quality control.

Requirement 2.4.4 Disaster recovery plan and procedures

Q109 Please confirm that your disaster and recovery plan is available for inspection. For security reasons do NOT submit your disaster and recovery plan with your application ☐

Date the plan was last reviewed	

Q110 Please explain how your plan and procedures have been developed, disseminated, regularly tested, reviewed and used when required. (300 word limit)

SECTION 3: Access and Engagement

3.1 Access and Engagement Policies

Q111 Please describe your communities, with reference to the definitions provided in the guidance. (500 word limit)

Q112 Please provide a copy of your access and engagement policy (or suite of policies) and list on the application evidence table at the end of this form. There is no single standard model or template for an access policy. The decision about format will depend on what best suits your organisation.

Q113 Please describe how these policies have been developed with your communities and how they are communicated to your communities, leadership, and management. (300 word limit)

Q114 Please describe how your archive service ensures that all relevant archive access legislation is identified, applied, reviewed and communicated. (300 word limit)

Q115 Please describe your decision-making process for establishing any non-statutory access restrictions. (300 word limit)

Q116 Please indicate whether your archive service, or parent organisation, holds externally validated visitor assurance or customer service accreditation/awards (tick all that apply)**:** Participation in visitor assurance schemes/awards is not a requirement for Archive Service Accreditation but can provide valuable evidence of a commitment to customer care.

Award	Service	Parent Organisation	Review date
Customer Service Excellence	☐	☐	

VAQAS	☐	☐	
VAQAS Cymru	☐	☐	
VisitScotland Quality Assurance Scheme	☐	☐	
Other	☐	☐	

Q117 If you selected 'other', please specify here: (no more than 50 words)

Q118 Please attach a copy of your externally validated certification and list on the application evidence table at the end of this form.

Q119 If your archive service does not hold externally validated certification, please describe your approach to ensuring your communities are catered for here. (500 word limit)

3.2 Access and Engagement Plans and Planning

Requirement 3.2.1 Understanding your community and analysing its needs

Q120 How do you identify and facilitate the needs of communities in relation to providing access to collections and services? (300 word limit)

Please upload or link to supporting evidence where available**.**

Q121 How do you measure the impact of your activities on your communities? (300 word limit)

Please upload or link to supporting evidence where available.

Requirement 3.2.2 Documented plans to improve access and engagement

Q122 Please describe your plans for improving access to collections and removing barriers in response to the needs and interests of your communities. (300 word limit) Alternatively, please upload planning documentation if you have it.

Q123 Do you expect changes over the next three years which would have a significant impact on your access and engagement plans (e.g. a new building) and if so what could be the nature of that impact? (300 word limit)

3.3 Access and Engagement Activities

Requirement 3.3.1 A variety of means of access and engagement is available

Q124 With due regard to the definition of access and engagement, please describe the various ways that you engage with your communities to enable them greater access to the collections. This may be independently or in partnership with others, on-site or off-site and in person or remotely. (400 word limit) Please upload or link to supporting evidence where available.

Q125 What access and engagement activity (or activities) are you most proud of, and why? (400 word limit)

Requirement 3.3.2 Access to collections and services

Q126 Do you provide on-site access to collections and services?

Yes ☐ Continue with question Q116

No ☐ Continue with question Q120

Q127 Please describe how you provide access to collections on-site including pattern of opening hours, and any out-of-hours and appointment-only arrangements. (300 word limit)

Q128 If your service holds analogue collections off-site please outline how you provide user access to these collections. (300 word limit)

Q129 If you selected 'other' or wish to clarify, please specify here. (100 word limit)

Q130 Please describe how you provide off-site access to collections and services (i.e. not requiring a visit to the archive service's primary location, and including digital/ virtual access). (300 word limit)

Q131 Please explain how your on-site and off-site access arrangements are designed to meet your communities' needs, considering the parameters and limitations within which your service operates. (300 word limit)

Q 132 What procedures do you have in place to address the access and inclusion needs of all communities including those with disabilities in the management of your service. (300 word limit)

Q133 Please describe how practical information on how to access collections and archive services, both on-site and off-site, is communicated to all. (300 word limit)**.**

Requirement 3.3.3 Procedures for access and engagement

Q134 Please indicate the access procedures in place and describe how these are communicated.:

Access Procedure		Communication method
☐	Reader registration	
☐	Seat reservations and booking systems	
☐	New user induction	
☐	Procedures for internal organisational users where these differ from public procedures	
☐	Use of finding aids	
☐	Ordering and returning documents	
☐	Making an off-site enquiry	
☐	Special access to 'closed' or 'unfit' documents	
☐	Document handling	
☐	Obtaining copies (on and off-site)	
☐	Making a comment or complaint	
☐	Accessing records or indexes on partner websites	

☐	Research service (paid or otherwise/ internal and external)	
☐	Procedure for taking photographs of documents	
☐	Other	

Q135 If you selected 'other' or need to clarify, please specify here. (100 word limit)

Q136 Please outline how born-digital records are made accessible to your communities, where relevant to your mission and purpose (300 word limit)**.**

Q137 If you provide access to born-digital records, please outline the procedures in place to manage access to sensitive data (300 word limit)**.**

Q138 Please outline how audio-visual and other non-standard format records are made accessible if not included above (300 word limit)**.**

Q139 Please describe your processes for reviewing access information and procedures. (300 word limit)

Application evidence table

Please list below the evidence that you wish to submit for each question on the application form.

Policy documents

A policy document cannot be robust if it is out of date or written in isolation without approval. To test the robustness of all policy documents please list all policy documents submitted, along with their review dates and means of approval. Where applicable, evidence of approval should be attached.

We recognise that some organisations may delegate powers to approve policy to staff. In these cases we will expect evidence of this delegation in the form of a job description or a signed minute of a meeting.

If the documents are published online please give the URL and relevant document version number/publication date.

Application form Question number	Evidence Document title (s)	URL	Last reviewed	Next reviewed	Means of approval (Meeting/delegated powers/other)
Q103	*Access policy*		*2023*	*2028*	*Delegated powers to archive service manager*
Ditto	*Digital policy*		*2024*	*2026*	*Portfolio holder approval*
Q112	*Stakeholder evaluation*		2022	Not applicable	Not applicable

Application evidence table

If policy approval is via delegated powers please describe these powers below and provide evidence, which should be listed on the form above: