

# The Assessment

## 1. Introduction to Archive Service Accreditation

Archive Service Accreditation is:

- A UK wide quality standard which offers a benchmark for gauging performance, recognising achievement and driving improvement within the archives sector
- Raising the profile of archive services by building confidence and credibility both within parent organisations and externally, through increased awareness and understanding.
- Helping archive services adapt and respond to user needs and interests, and develop their workforce

## 2. Outcome of assessment

Your archive service has been assessed as :

**Accredited/ Provisionally Accredited/Not Accredited**

### View of the Panel

*Brief narrative record of the decision, recognising achievements as well as recording the panel's views*

### Key Findings

- 1<sup>st</sup>
- 2<sup>nd</sup>
- 3<sup>rd</sup>

### Areas for future development

Archive Accreditation Standard Requirement for Development	Actions	Required/Improvement
<b>3.2.3</b> Documented plans to improve access in response to identified needs and interests of its community	Use existing school audience analysis to plan how you will deliver learning services in the future	Recommended

## The Assessment

The Accreditation Panel has reviewed the following detailed findings in making its decisions.

### a. Section 1: Organisational Health

	Requirement	Sub-requirement	Assessment grade	Comments	Feedback from visit (where available)
1.1	Mission Statement		Met/ Partially met/Not met		
1.2	Governance and Management Structures				
1.3	Forward Planning				
1.4	Resources: Buildings				
1.5	Resources: Finance				
1.6	Resources: Workforce				
		<b>Overall assessment:</b>			

## b. Section 2: Collections

Requirement		Sub-requirement	Assessment grade	Comments	Feedback from visit (where available)
			Met/ Partially met/Not met		
<b>2.1</b>	Collections management				
<b>2.2</b>	Collections development				
		2.2.1	Collections development policy		
		2.2.2	Collections development plan		
<b>2.3</b>	Collections information				
		2.3.1	Collections information policy		
		2.3.2	Collections information plan		
		2.3.3	Collections information procedures		
<b>2.4</b>	Collections care and conservation				
		2.4.1	Collections care		

			and conservation policy			
		2.4.2	Collections care and conservation plan			
		2.4.3	Collections care procedures			
		2.4.4	Disaster recovery plan and procedures			
			<b>Overall assessment:</b>			

### Section 3: Users and their experiences

Requirement		Sub-requirement	Assessment grade	Comments	Feedback from visit (where available)
			Met/ Partially met/Not met		
<b>3.1</b>	Collections Access Policies				
<b>3.2</b>	Collections Access plans and planning				
		3.2.1	Understands community and has effective methods of consulting stakeholders		
		3.2.2	Effective methods to analyse and evaluate existing and potential stakeholder needs and interests		
		3.2.3	Documented plans to improve access in response to identified needs and interests of its community		
<b>3.3</b>	Collections Access Information and Procedures				
		3.3.1	Practical information on how to access archive services		

		3.3.2	Procedures for user access process and standards			
		3.3.3	A variety of means of access are available			
			<b>Overall Assessment:</b>			

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