Archive Service Accreditation

Review of Accredited Archive Service Application Form

June 2021

ACCREDITED ARCHIVE SERVICES: REVIEW STAGE

This form is used to conduct a light touch review of accredited status some years after the award is made.

INTRODUCTION TO YOUR ARCHIVE SERVICE

A. Main contact:

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:	

B What is your Accreditation Number? (YYYY-NN)

C General overview of the archive service since accreditation.

Please describe briefly any key changes to your archive service since the award of Archive Service Accreditation. You will be asked for specific updates on elements of the Accreditation Standard in the following pages..

D The archive collection

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.

Please provide details of the size of your born digital collections.

(In Gigabytes)

E Please provide updated details of the public usage of your archive service as follows:

If you cannot isolate figures for archive users only, please check 'no' and add any further information required

	Figures for archive use only? (Yes/No)	Total number	Additional information (if required)
Total number of visitors of all kinds to site in the last year			
Of visitors included above, how many were using the archival resources for their own study?			
Number of items produced in the last year			

Enquiries received by post, email and telephone in the last year			
Estimated number of visits to the network resources (website) in the last year			

PROGRESS AGAINST REQUIRED OR IMPROVEMENT ACTIONS

Please describe here any progress 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.

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

REVIEW AGAINST THE ACCREDITATION STANDARD

SECTION 1: ORGANISATIONAL HEALTH

1.1 Mission statement

A. Please confirm that your mission statement remains unchanged since your application for accredited status.

○ Yes

○ No

If no, please outline any changes in your mission statement and upload any required additional evidence.

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1.2 Governance and management structures:

B. Please confirm that your governance arrangements remain completely unchanged since your application for accredited status.

○ Yes

○ No

If no, please outline any changes in your governance and upload any required additional evidence.

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1.3 Forward planning

C. Please provide a copy of your current forward plan and include on the table below.

D. If this information is not integrated into the forward plan, please comment on the extent to which your forward plan for the past two years has been delivered, and any key factors affecting this.

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Please upload any additional evidence including any forward plans which are no longer current but were relevant since your archive service applied for accredited status.

1.4 Resources: premises

E. Please confirm that your storage, staff and public areas, and digital storage provision, remain unchanged since your application for accredited status.

- ○ Yes

- ○ No

If no, please outline changes in your buildings and your digital storage provision and upload any required additional evidence

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1.5 Resources: finance

F. Please upload the most recent two years of accounts

G. Please comment on any key changes in finance since your application for accredited status

This may include changes to core funding, fundraising or commercial revenue.

1.6 Resources: workforce

H. Please confirm that your workforce arrangements and staff numbers remain unchanged since your application for accredited status.

- ○ Yes

- ○ No

If no, please outline changes in your workforce and upload any required additional evidence.

SECTION 2: COLLECTIONS

A. Has the archive service delivered change in any areas of collections management since your application for accredited status? Examples could include new policies or plans, or evidence of completion of plans outlined in the application for Archive Service Accreditation.

- ○ Yes

- ○ No

If yes please comment on any changes or upload any evidence of delivering change.

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2.3 Collections Information

B. Please update 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.

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

Completely unlisted collections	

If you need to explain further, please do so here(no more than 200 words).

2.4 Collections care and conservation

C. Please update your position with regard to collections care and conservation using the table below.

If you do not have precise details please provide an estimate and describe how you have reached these figures. ('Unstable' is defined by the Preservation Assessment Survey as material in poor or unusable condition. A 'managed preservation system' is defined as one which broadly follows the OAIS model.)

Percentage of analogue holdings with suitable secondary packaging	
Percentage of analogue holdings which are unstable	
Percentage of analogue holdings with a surrogate (digital or microform)	
Percentage of digital holdings within a managed preservation system	

If you need to explain further, please do so here (no more than 200 words).

D. Please list any changes since your application for accredited status to the main risks to your collections at each site and how you have addressed these risks.

We would specifically like information on security, fire and water risks for analogue materials and altered risks to digital materials against the five functional areas storage, integrity, security, metadata and content (as defined in the NDSA Levels of Preservation), but please add any additional relevant risks..

	Site	Risk	Action
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SECTION 3: STAKEHOLDERS AND THEIR EXPERIENCES

3.1 Access Policy and 3.3 Access Information, Procedures and Activities

A. Please confirm that your access arrangements, onsite and offsite, remain unchanged since your application for accredited status.
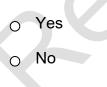
Examples could include but are not limited to a new website, changes to opening hours, display areas, additional service points or digitisation partnerships.

○ Yes

○ No

If no, please outline changes in your access arrangements and upload any required additional evidence.

3.1 Access Policies and 3.2 Access Plans and Planning

B. Has the archive service has delivered any change in access and engagement since your application for accredited status? Examples could include new activities, policies or plans or completion of plans outlined in the application for Archive Service Accreditation.

○ Yes

○ No

If yes, please describe how the archive service has delivered any change in access and engagement and upload any required additional evidence.

Additional supporting information

This section allows the upload or linking to any additional documents in support of your status review

Please list below any additional evidence that you wish to submit for the application form.

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)
3.AA	*Access policy*		*2010*	*2014*	*Delegated powers to archive service manager*
ditto	*Digital policy*		*2011*	*2013*	*Portfolio holder approval*
3.N	*Evaluation and analysis activity*		2012	Not applicable	Not applicable