



ACCREDITED
ARCHIVE SERVICE

Archive Service Accreditation

Review of Accredited Archive Service
Application Form

November 2014

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:

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

B What is your Accreditation Number?

Please include year of award as well as number (YYYY-NN)

C General service overview since becoming an Accredited Archive Service

You will be asked for specific updates on elements of the Accreditation Standard on the following pages. Please use this space to update the Accreditation team briefly on any key changes to your service since Archive Service Accreditation was awarded. Please also use this space to update on progress you have made towards any Required and/or Improvement Actions identified in your Accreditation feedback. You will have an opportunity to expand on your answers later in your response.

D The archive collections

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

Items

Linear metres

Cubic metres

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

(In Gigabytes)

Whichever measurement is chosen should be used throughout the form.

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			

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 changes in your mission statement and upload any required additional evidence

1.2 Governance:

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

- Yes
- No

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

1.3 Forward plan

C. Please provide 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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Any additional evidence can be uploaded here. If you have had a forward plan since you were Accredited which is not now current and uploaded above, please include it here.

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 Accreditation application

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. This area can be used to upload evidence of delivering change in collections management.

Examples could include new policies or plans, or evidence of completion of plans outlined in your accreditation application. If there is no new documentation and delivery against past plans is fully covered in your Forward plan, please state here and you need not complete this section further.

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)

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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)

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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 and risks to digital materials, but please add any additional relevant risks.

	Site	Risk	Action
1			

2			
3			
4			
5			
6			
7			
8			
9			
10			

Reference only

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

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. This area can be used to upload evidence of delivering change in access and engagement. Examples could include new policies or plans, or evidence of completion of plans outlined in your accreditation application.

If there is no new documentation and delivery against past plans is fully covered in your Forward plan, please state here and you need not complete this section further.

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	<i>Access policy</i>		2010	2014	<i>Delegated powers to archive service manager</i>
<i>ditto</i>	<i>Digital policy</i>		2011	2013	<i>Portfolio holder approval</i>
3.N	<i>Evaluation and analysis activity</i>		2012	Not applicable	Not applicable