

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Archives Management Survey

Good archives management means having complete control of the records in your custody. This survey will help to assess whether you have taken the necessary steps to achieve this goal.

For each question there is the option to describe any action which might be required to improve the management of your archives, such as developing policy documents, applying for funding or prioritising records for listing or relocation. There is also space at the end of the document to allocate a review date when you can repeat this survey, assess the steps taken, and identify any further action required.

Describe the role of the archive and archivist.
<i>Action required? If yes, provide details:</i>

Outline the access procedure, including how users can apply to access records and the process staff then go through to retrieve and release records. What do you need to take into consideration?
<i>Action required? If yes, provide details:</i>

Are you easily able to identify information which is suitable for the public domain? For example photographs which could be used in an exhibition.
<i>Action required? If yes, provide details:</i>

What are the key principles of your organisation's privacy policy or statement?

*Action required? If yes, provide details:*

Describe the records in your collection and where they are held (Note: this description should include all the material in your custody, including electronic records and should highlight that you know exactly *what is where*).

*Action required? If yes, provide details:*

How is your collection documented? Provide details of any lists, databases, and indexes.

*Action required? If yes, provide details:*

Describe the storage and security of your records and any improvements which could be made.

*Action required? If yes, provide details:*

Provide details of how you manage digital files e.g. file naming and formats, backing up and security.

*Action required? If yes, provide details:*

Provide details of any preservation measures you have taken or have prepared to take to protect your records from damage caused by mould or insects. Have you documented what to do in the case of a disaster such as a flood or a fire?

*Action required? If yes, provide details:*

**Scheduled review date:**