

New York State Archives

Strengthening Archives

Reference Assessment Objectives

- You have written policies governing access, duplication and use of your collections.
- Researchers are not denied access to collections unless there are legal restrictions, confidentiality or preservation needs.
- In accordance with your security policies you collect information about who uses what collections and when.
- You are aware of the Federal, state and local legal restrictions governing access to your records.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have written policies governing access and duplication of materials in your collection?				<ul style="list-style-type: none">• If no, draft policies governing use and duplication of your collections. Clearly define what records are available for use, and how they may be duplicated for researchers.• Establish a fee schedule for duplicating materials.
Do you collect information about research requests?				<ul style="list-style-type: none">• Develop a research request form or database to collect information about users and the topics they research.• Use information about research requests to improve finding aids, develop outreach programs and guide your acquisition of new materials.
Do you provide equitable access to records in your collection?				<ul style="list-style-type: none">• Review policies and procedures to ensure that users are granted consistent access.• Make finding aids available to researchers and assist them

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
				with locating related records <ul style="list-style-type: none">• Review restrictions placed on records and open collections when restrictions have expired or no longer apply.
Are you aware of any Federal, state or local laws restricting access to your collections?				<ul style="list-style-type: none">• Search your collections for medical records, student records, employee records or other potentially confidential materials.• Determine if any privacy legislation applies to any of your records.