

# *New York State Archives*

## Strengthening Archives

### **Accessioning Assessment Objectives**

- Your repository has accession forms to collect information about new additions to the repository
- Your accession forms capture adequate information to make preservation and processing decisions about the collection.
- Your completed accession forms and related documentation are consistently filed and kept permanently.

| <b>Assessment Question</b>  | <b>Yes</b> | <b>No</b> | <b>Needs Improvement</b> | <b>Areas for Improvement</b>   |
|---|------------|-----------|--------------------------|--|
| Do you have written procedures and forms for documenting receipt of new collections?                      |            |           |                          | <ul style="list-style-type: none"><li>• Draft procedures outlining steps for acquiring new collections.</li><li>• Create an accession form (paper or electronic) to basic information about origin, condition and organization of new collections.</li></ul> |
| Do your accession procedures capture adequate information to inform preservation and processing planning? |            |           |                          | <ul style="list-style-type: none"><li>• Revise accession forms to capture more detailed information about origin, arrangement and condition of the records.</li></ul>  |
| Do you maintain files documenting the transfer and receipt of new collections?                            |            |           |                          | <ul style="list-style-type: none"><li>• As part of your accession procedures outline the documentation required for each new accession and ensure that appropriate materials are added to accession files.</li></ul>   |