

New York State Archives

Strengthening Archives

Archival Appraisal Assessment Objectives

- Your appraisal policy is consistent with your mission statement and collection policy
- You have written appraisal procedures that specify criteria for determining the long-term value of historical records
- You systematically appraise records before adding them to your collection.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have written appraisal procedures?				<ul style="list-style-type: none">• Write appraisal procedures with input from staff and other archivists.
Are your appraisal procedures consistent with your mission statement and collection policy?				<ul style="list-style-type: none">• Consider revising your appraisal policy, mission statement or collection policy to resolve inconsistencies
Do you routinely appraise records before adding them to your collection?				<ul style="list-style-type: none">• Consult with other archivists about criteria for identifying records worthy of retention• Develop an appraisal checklist• Establish a committee to review appraisal decisions