Appraisal Score Card

Collection Name:
Donor:
Date of Appraisal:

1. When were the records created?
   a. Are the records old?
   b. Are the records scarce?
   c. Are the records from an important time period?
   d. Do the records cover a long or short period of time?

2. Why were the records created?
   a. Do they document the principal activities or functions of the records creator?

3. What is in the records?
   a. Do they document important activities?
   b. Are they the only source of information?
   c. Are they the best source of information?
   d. Do they dispute other records?
   e. Do they provide unique information?

4. Who created the records
   a. Do the records reflect a routine or unique point of view?
   b. What was the position of the creator?
   c. Was the creator personally involved in the activities recorded?
   d. Did the creator possess the necessary expertise to understand the events recorded?
   e. Does the creator display a bias?

5. How do these records fit with your program?
   a. Do the records meet the requirements of your collection policy?
   b. Where is the geographical focus?
   c. Do the duplicate or support current holdings?
   d. What is their research potential?
   e. Do they meet researchers’ needs?
   f. What is the condition and size of the records?
   g. Can we support the storage and staff costs, necessary preservation and conservation costs of the records?
   h. Are there political considerations in accepting or rejecting these records?
      Any positive or negative repercussions from donor? Any precedent set if accepted?

6. Accept or Reject Records?
   a. Are the records valuable and appropriate for our program?