

New York State Archives

Strengthening Archives

Policies and Procedures Assessment Objectives

- Your repository will have a written set of policies and procedures.
- Your policy manual is approved by your administrator or governing body.
- Your policies and procedures conform to professional standards.
- Staff, volunteers, and members of the governing body are aware of your policies and procedures and use them to guide day-to-day work.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Does your repository have a written set of policies and procedures?				<ul style="list-style-type: none">• If not, begin drafting policies with input from administrators, staff, and members of your governing body• Draft the recommended minimum set of policies including a mission statement, collecting policy, acquisition policy and disaster plan.
Has your governing body reviewed and approved your policies and procedures?				<ul style="list-style-type: none">• If not, submit policy manual to your governing body for review and approval• Establish a mechanism for a regular review and revision of your policies and procedures (see recommendations in individual section of this assessment).
Do your policies and procedures conform to professional standards and best practices?				<ul style="list-style-type: none">• Use the resources in this guide to develop or revise your policies to reflect developments in professional practices.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Is your staff aware of your policies and procedures? Do they use them to guide their work?				<ul style="list-style-type: none">• Ensure all staff, volunteers and members of the governing body receive copies of the policies and procedures.• Review work practices to ensure they conform to your policies.