

# *New York State Archives*

Strengthening Archives

## **Policy Manual Checklist**

- Administration
  - Mission statement
  - Strategic plan
  - Organizational chart
  - Position descriptions including volunteer positions
  - Staff policies and procedures
- Operational Policies
  - Collecting policy
  - Accession policy
  - Acquisition policy
  - Appraisal guidelines
  - Preservation procedures
  - Disaster plan
  - Security procedures
  - Reproduction guidelines
  - Arrangement and description guidelines
  - Access policies
  - Exhibition and loan policies
  - Copyright
- Statement on professional conduct