

# *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.

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