

New York State Archives

Strengthening Archives

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 they 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?