

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