

New York State Archives

Strengthening Archives

Security Planning Assessment Objectives

- Your repository will have a written security plan outlining procedures to prevent theft of historic documents and describing what to do in the event of a theft.
- You will restrict access to your collections storage
- You will document your collections through finding aids, accession records and deeds of gift.
- You will record information about researchers, what records they use, and when they use them
- Your repository is protected against unauthorized entry.
- Your staff, volunteers, and members of your governing body receive periodic updates and training on security procedures.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have a written security plan outlining procedures for preventing theft and responding to a theft when one occurs?				<ul style="list-style-type: none">• Familiarize yourself with your states laws concerning theft of cultural property.• Draft a security policy• Train your staff on how to respond to a theft
Are members of the public restricted from accessing your storage area?				<ul style="list-style-type: none">• Establish dedicated spaces for collections, research and staff offices.• Supervise public access to storage and limit it to exceptional circumstances.
Do researchers complete registration forms and records request slips when using materials? Do you check their identification when they enter the reading room?				<ul style="list-style-type: none">• Use research room registration forms for researchers and permanently retain completed forms.• Keep an inventory of records each researcher uses.• Check each researcher's identification before they

New York State Archives

Strengthening Archives

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
				consult your records. Keep copies of ID on file with registration forms
Do you have adequate documentation of the contents and ownership of your collection?				<ul style="list-style-type: none">• Develop inventories with detailed information about especially valuable materials• Ensure accession records, deeds of gift and transfer forms are completed for all records.
Is your repository protected against unauthorized entry?				<ul style="list-style-type: none">• Conduct a key inventory and restrict the number of keys to your storage area to the absolute minimum• Establish opening and closing procedures to ensure doors, windows and keys are secure.• Explore options for limiting the number of exterior doors and windows in your repository