



Re ACCREDITATION AS AN INSTITUTIONAL MEMBER - CHECKLIST

In order to be accredited as an Institutional Members of the Association for Manitoba Archives an agency must demonstrate that it meets the following criteria. Periodically the AMA will ask existing Institutional Members to resubmit documentation to demonstrate that they continue to meet these criteria. Please submit TWO copies of all documents.

A site visit and assessment is optional for reaccreditation, but can be useful for institutions to address any questions or concerns. This is a free service offered by the AMA and includes a follow-up report where needed.

Institutional Membership, with all its rights, is valid for 5 years after your reaccreditation takes place.

The following criteria must be met to acquire and maintain institutional membership:

1.0 Legal authority and statement of purpose (specific to the archives) in public law or private resolution passed by the governing body of the public authority or private organization in which the Archives is a unit of responsibility.

Have there been any amendments to your legal authority or your governing body that impacted on the archives?

Required

A copy of a by-law or resolution approved by the highest legal authority of the organization stating the intended purpose and acquisition mandate for the archives

2.0 A designated person who is accountable for the Archives' operation and management of its records holdings and who has either taken or is pursuing basic training in archival practice.

If there has been a change of staff

Required

- 1) Position description for the person responsible for archives operation
- 2) Description of reporting structure in organization including organization chart
- 3) Resume of incumbent demonstrating his/her training and experience in managing an archives **or** Training plan for person responsible for the archives if he/she requires basic training

3.0 Sustainable funding for the Archives from the governing body of the public authority or private organization, sufficient to carry out its declared purpose

Required

- 1) Copies of the financial statement for the archives for the previous three years
- 2) Budget for current year showing salary/operating expenditures for the archives

4.0 Designated secure space for storage and handling of records, adequately protected from degradation agents such as fire, light, and extremes of temperature and humidity.

Have you had any major physical changes at your institution within the last five years?

Required Note if there have been any significant changes within your institution (e.g. a new storage space), in which case a new building floor plan showing the location of the rooms occupied by the archives, with locations of security devices, water pipes and mechanical (air supply) equipment in the storage areas marked. (Can be hand-drawn) Provide photographs and/or written descriptions of how records are protected from fire, water, light, pests and extreme heat and humidity.

5.0 A written preservation policy based on the AMA's Preservation Policy Guide on the Advisory Services page of the AMA website.

Have you amended your preservation policy since your last accreditation?

Required

A copy of the archives' Preservation Policy which has been approved at the highest authority appropriate to the agency

6.0 An annually reviewed written Emergency Plan

Required

A copy of the archives' Emergency Plan which has been approved at the highest authority appropriate to the agency.

7.0 A written acquisition policy prepared in accordance with Canadian Council of Archives guidelines

Required

- 1) A copy of the archives' Acquisition Policy which has been approved at the highest authority appropriate to the agency
- 2) Please restate your acquisition mandate and how you have followed it in the last 5 years. Please provide examples of any acquisition activities outside your mandate
- 3) Do you feel your resources are adequate to fulfill your collections mandate?

8.0 Records arrangement procedures which observe principles of provenance and original order and descriptive standards based on the *Rules for Archival Description*.

Has there been any change of policy?

Required

- 1) Copies of written policies and procedures for arranging and describing records
- 2) Copy of a completed finding aid for a fonds

9.0 A written access policy specifying public hours and procedures for using records

Is your same policy in place? Has anything changed? Do you offer evening or weekends?

Required

A copy of the archives' Access Policy which has been approved at the highest authority appropriate to the agency

10. Do you have a processing backlog?

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If so what percentage of your total holdings?

How many fonds processed have finding aids developed?

What percentage are in AtoM?

To what level are you using AtoM? (Fonds, Series, File or Item).

