



## **ACCREDITATION AS AN INSTITUTIONAL MEMBER - CHECKLIST**

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

A short site visit by an advisor will be arranged to identify and discuss any issues or concerns regarding the operations, facilities, or the accreditation process. This is a free service offered by the AMA and includes a brief follow-up report.

Your status as an Institutional Member, with all its rights, will continue to be valid for 5 years after your accreditation takes place.

- 1.0 Legal authority and statement of purpose (specific to 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.**  
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.**  
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 is he/she required 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.**  
Required  
A 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.**

Required

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

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

Required

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

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

Required

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

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

Required

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

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