

Appraisal Checklist

Creating Entity:

Series ID:

Series Title:

Dates:

Arrangement:

Retention:

Volume:

Description:

Appraisal Checklist

| Category | Score (0-100) |
|---|----------------------|
| <input type="checkbox"/> Administrative Records have long-term administrative value but not permanent | <input type="text"/> |
| <input type="checkbox"/> Administrative Records have permanent administrative value to the creating entity | <input type="text"/> |
| <input type="checkbox"/> Administrative Records have short-term administrative value | <input type="text"/> |
| <input type="checkbox"/> Completeness Nothing is missing | <input type="text"/> |
| <input type="checkbox"/> Completeness Records are complete and metadata is extensive | <input type="text"/> |
| <input type="checkbox"/> Completeness Records are complete but metadata is minimal | <input type="text"/> |
| <input type="checkbox"/> Completeness Records are complete but metadata is nonexistant | <input type="text"/> |
| <input type="checkbox"/> Completeness Records have gaps but metadata is extensive | <input type="text"/> |
| <input type="checkbox"/> Completeness Records have some gaps | <input type="text"/> |
| <input type="checkbox"/> Completeness Records have wide gaps | <input type="text"/> |
| <input type="checkbox"/> Cost to acquire Expensive and not within budget | <input type="text"/> |
| <input type="checkbox"/> Cost to acquire Expensive but within budget | <input type="text"/> |
| <input type="checkbox"/> Cost to acquire Free | <input type="text"/> |
| <input type="checkbox"/> Cost to acquire Minimal | <input type="text"/> |
| <input type="checkbox"/> Cost to acquire Moderate funding required and not within budget | <input type="text"/> |
| <input type="checkbox"/> Cost to acquire Moderate funding required but within budget | <input type="text"/> |
| <input type="checkbox"/> Cost to preserve Expensive and not within budget | <input type="text"/> |
| <input type="checkbox"/> Cost to preserve Expensive but within budget | <input type="text"/> |

Appraisal Checklist

| Category | Score (0-100) |
|---|----------------------|
| <input type="checkbox"/> Cost to preserve Minimal | <input type="text"/> |
| <input type="checkbox"/> Cost to preserve Moderate and not within budget | <input type="text"/> |
| <input type="checkbox"/> Cost to preserve Moderate but within budget | <input type="text"/> |
| <input type="checkbox"/> Evidential Records provide evidence of creating entities' functions and actions | <input type="text"/> |
| <input type="checkbox"/> Fiscal Records identify fiscal actions and are subject to audit | <input type="text"/> |
| <input type="checkbox"/> Format Records are in a format that is hard to understand or use | <input type="text"/> |
| <input type="checkbox"/> Format Records are in a format that is most beneficial to designated community | <input type="text"/> |
| <input type="checkbox"/> Format Records are in a format that requires regular migration | <input type="text"/> |
| <input type="checkbox"/> Format Records are in a format that the designated community cannot use | <input type="text"/> |
| <input type="checkbox"/> Format Records are in a format that the designated community finds less useful | <input type="text"/> |
| <input type="checkbox"/> Format Records are in a format which assists access purposes | <input type="text"/> |
| <input type="checkbox"/> Format Records are in an unknown format | <input type="text"/> |
| <input type="checkbox"/> Geographic area City or town | <input type="text"/> |
| <input type="checkbox"/> Geographic area County | <input type="text"/> |
| <input type="checkbox"/> Geographic area District | <input type="text"/> |
| <input type="checkbox"/> Geographic area Geographic area is outside the archives' collection scope | <input type="text"/> |
| <input type="checkbox"/> Geographic area Geographic area is relevant to archives' collection scope | <input type="text"/> |
| <input type="checkbox"/> Geographic area Multi-state | <input type="text"/> |

Appraisal Checklist

| Category | Score (0-100) |
|--|----------------------|
| <input type="checkbox"/> Geographic area Nation | <input type="text"/> |
| <input type="checkbox"/> Geographic area Neighborhood | <input type="text"/> |
| <input type="checkbox"/> Geographic area Region | <input type="text"/> |
| <input type="checkbox"/> Geographic area Single point | <input type="text"/> |
| <input type="checkbox"/> Geographic area State | <input type="text"/> |
| <input type="checkbox"/> Hardware dependencies Requires machinery that has no known existence | <input type="text"/> |
| <input type="checkbox"/> Hardware dependencies Requires machinery that the archives does not have but could rent/borrow | <input type="text"/> |
| <input type="checkbox"/> Hardware dependencies Requires machinery that the archives has but is not reliable | <input type="text"/> |
| <input type="checkbox"/> Hardware dependencies Requires machinery the archives has | <input type="text"/> |
| <input type="checkbox"/> Historical Content reflects one or more of archives' appraisal objectives | <input type="text"/> |
| <input type="checkbox"/> Historical Content reflects one or more of the archives' appraisal themes | <input type="text"/> |
| <input type="checkbox"/> Intrinsic value Age of the record | <input type="text"/> |
| <input type="checkbox"/> Intrinsic value Contains seals | <input type="text"/> |
| <input type="checkbox"/> Intrinsic value Contains signatures | <input type="text"/> |
| <input type="checkbox"/> Intrinsic value Records document significant actions | <input type="text"/> |
| <input type="checkbox"/> Intrinsic value Records have monetary value on the open market | <input type="text"/> |
| <input type="checkbox"/> Intrinsic value Visual appeal | <input type="text"/> |
| <input type="checkbox"/> Legal Records are required by statute or rule to be retained | <input type="text"/> |

Appraisal Checklist

| Category | Score (0-100) |
|---|----------------------|
| <input type="checkbox"/> Legal Records support creating entity in defense of legal actions | <input type="text"/> |
| <input type="checkbox"/> Political impact Records are of high interest to someone with political power | <input type="text"/> |
| <input type="checkbox"/> Position in hierarchy Person who created records has limited authority to make unique decisions | <input type="text"/> |
| <input type="checkbox"/> Position in hierarchy Person who created records has policy-making authority | <input type="text"/> |
| <input type="checkbox"/> Position in hierarchy Person who created records oversees significant operations | <input type="text"/> |
| <input type="checkbox"/> Position in hierarchy Person who creates records is influential in decision-making | <input type="text"/> |
| <input type="checkbox"/> Reference frequency Usage rate is high | <input type="text"/> |
| <input type="checkbox"/> Reference frequency Usage rate is high enough to warrant website access | <input type="text"/> |
| <input type="checkbox"/> Reference frequency Usage rate is low | <input type="text"/> |
| <input type="checkbox"/> Reference frequency Usage rate is moderate | <input type="text"/> |
| <input type="checkbox"/> Sampling Records document important functions but they don't all need to be kept | <input type="text"/> |
| <input type="checkbox"/> Sharing/splitting agreement Records are better housed at another institution | <input type="text"/> |
| <input type="checkbox"/> Sharing/splitting agreement Records have been divided among institutions | <input type="text"/> |
| <input type="checkbox"/> Sharing/splitting agreement Records have copies shared across institutions | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires open source software | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires platform that uses closed architecture | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires platform that uses open architecture and databases | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires proprietary software | <input type="text"/> |

Appraisal Checklist

| Category | Score (0-100) |
|--|----------------------|
| <input type="checkbox"/> Software dependencies Requires proprietary software and code is in escrow | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires software that is proprietary but has open specification | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires software that others may have access to | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires software that the archives does not have access to | <input type="text"/> |
| <input type="checkbox"/> Software dependencies Requires software the archives has available | <input type="text"/> |
| <input type="checkbox"/> Time period coverage All records are pre-statehood | <input type="text"/> |
| <input type="checkbox"/> Time period coverage Records are no longer produced | <input type="text"/> |
| <input type="checkbox"/> Time period coverage Records are ongoing | <input type="text"/> |
| <input type="checkbox"/> Time period coverage Records cover a significant amount of time | <input type="text"/> |
| <input type="checkbox"/> Time period coverage Records span a few years but no more than 10 | <input type="text"/> |
| <input type="checkbox"/> Time period coverage Some records include pre-statehood information | <input type="text"/> |
| <input type="checkbox"/> Time period coverage Time span limited to a single date | <input type="text"/> |
| <input type="checkbox"/> Uniqueness Contains no unique information | <input type="text"/> |
| <input type="checkbox"/> Uniqueness Information not duplicated elsewhere | <input type="text"/> |
| <input type="checkbox"/> Uniqueness Overlaps content in other repositories | <input type="text"/> |
| <input type="checkbox"/> Uniqueness Some information overlaps content in other records | <input type="text"/> |
| <input type="checkbox"/> Volume Extensive and extra space is not available | <input type="text"/> |
| <input type="checkbox"/> Volume Extensive but within space available | <input type="text"/> |

Appraisal Checklist

Category

Score (0-100)

Volume
Low

Volume
Moderate and not within space available

Volume
Moderate but within space available