This checklist is designed to help a community review some of the basic elements of an archives program. The document is divided into sections that focus on: physical space, technology, personnel, and records (vital and community). It can be used to help evaluate the current status of your archives program.

**Physical Space**

Location of archives:
- ☐ Basement
- ☐ Above Ground
- ☐ Attic
- ☐ Off site, stand-alone structure
- ☐ Other

Is there separate workspace for staff and storage space for the materials?  YES  NO

Are the archives spaces capable of being locked?

- Workspace  YES  NO
- Storage space  YES  NO

Who has access to the space? ________________________________________________________________

Do the workspace and/or storage space have climate control?

- Workspace  YES  NO
- Type:  HAVAC  Window AC  Other: ________________
- Storage space  YES  NO
- Type:  HAVAC  Window AC  Other: ________________
What types of containers are used to house your records? (Check all that apply)

☐ Archival boxes: Hollinger and/or acid-free banker boxes
☐ Commercial banker boxes or other types

What type of shelving is used to store your records? (Check all that apply)

☐ File Cabinets
☐ Ranges of wooden shelves
☐ Ranges of metal shelves
☐ Metal cabinets
☐ Book cases
☐ Card catalog
☐ Map cabinets

**Technology**

Is there a dedicated computer(s) for archives work?  YES  NO

Is the computer(s) connected to:

- Internet  YES  NO
- Organizational network  YES  NO

Is there a printer?  YES  NO

Is there a scanner?  YES  NO

Are there archival software programs in use?  YES  NO

Are there organizational databases in use?  YES  NO
**Personnel**

Do you have dedicated personnel to care for your archives?  

YES  NO

If yes, how many people work in the archives?  

☐ One  
☐ Two or more

Is there an Archivist or Director of Archives?  

YES  NO

If yes, is that person:  

☐ Member of a religious community  
☐ Lay person

Who does that person report to?  

☐ Member of religious leadership team  
☐ Administrative staff of community  
☐ No formal reporting structure

Does that person have a formal job description that is current?  

YES  NO

Is the position (based on a 35-40 hour week):  

☐ Full-time  
☐ Part-time  
☐ One-quarter time  
☐ Volunteer

What is the Archivist’s or Director’s educational background?  

☐ Graduate degree: library science, public history, humanities

☐ Archival certification

☐ Training at nationally recognized programs: National Archives, Georgia Archives, Western Archives Institute

☐ Workshops on a national or regional level or archival conferences, online courses
Please list additional staff positions below:

<table>
<thead>
<tr>
<th>Position title</th>
<th>FT/PT/ Volunteer</th>
<th>Professional training Y/N?</th>
<th>Community member/Lay person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Records**

Which of the following **vital records** are in your archives? (Check all that apply)

- □ Constitutions and/or Directory
- □ Minutes of community leadership team meetings
- □ Minutes of the community acting as a deliberative body
- □ Administrative files of community leaders
- □ Personnel files of active, deceased or withdrawn members
- □ Annals or Chronicles or periodic summaries of activities
- □ Renewal committee (1964-1980) documents, surveys, minutes, administrative files
- □ Annual financial audits or ledgers
- □ Legal agreements and property deeds
Which of the following types of **community activity documentation** are in your archives? (Check all that apply)

- ☐ Sponsored institutional records, legal documents, letters/correspondence, programs, history
- ☐ Individual community members files, letters/correspondence, diaries, creative works, photos
- ☐ Committee minutes
- ☐ Department files: Vocation, Formation, Mission, Education, Social Justice, Advancement/Development
- ☐ Ministry records, schools, hospitals, charitable institutions, community minutes, records, publications, photographs, film, slides, audio
- ☐ Community publications, internal and external
- ☐ Photographs, slides, films, audio recordings, oral histories
- ☐ Reference materials – written histories

Are there lists, finding aids, databases or indexes for any of these groups of documents?

- YES
- NO

For those communities desiring further information, ARCC urges you to consult our website [www.archivalrcc.org](http://www.archivalrcc.org) or use our google group archivalrcc to raise issues that can be addressed by the broader archival community.

To be included in the google group, contact archivalrcc@gmail.com

Thank you!