

Session four: Making the appraisal decision Practicum

INFO 7401 Archival Appraisal, Arrangement, and Access



Appraisal report

Documents the appraisal process and decision in a formal report as part of the institutional records of the archive.

Why complete an appraisal report?

Allows future archivists to understand the appraisal decisions that preceded their tenures

- Reappraisal
- Collection development
- Donor cultivation

Section 1: background

- Short administrative history/biographical note about records creator.
 - Focus on functions/activities of the creator
 - Identify significance of creator in the creator's "realm of activity"

Section 2: methodology

- Explains the methodology the archivist used to examine records
 - Who or what initiated transfer/donation?
 - Who did the archivist talk to?
 - How did the archivist view the records?
 - What sources of documentation should be included with the records?
 - Manuals, descriptions, diagrams, etc.

Section 3: evaluation

- Assessment of the records:
 - Content:
 - Kind of information
 - How information was created/saved
 - Completeness of information

Section 3: evaluation

- Assessment of the records:
 - Structure:
 - Define organization structure of recordkeeping system
 - Technical characteristics of recordkeeping system
 - Technical characteristics of records
 - Volume of records
 - Primary users' means of access

Section 3: evaluation

- Assessment of the records:
 - Context:
 - How the records relate to each other
 - How the records relate to other records
 - Records created by same entities
 - Similar records
 - Relevant laws, regulations, policies

Section 3: evaluation

- Assessment of the records:
 - Uses of records:
 - How will future (secondary) users use the records?
 - Understand how primary users used records
 - Understand how archives users use similar records
 - Richness of records: how much good information is in the records?
 - Uniqueness of records: how available is the information?

Section 4: Recommendations or conclusions

Two decisions:

1. Do the records have archival value?
2. Will the archive accession the records?

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1	Bunch o' Shit in the Closet Video Collection	
2	Box	De
3		1 CIN

Queens College Institutional Archives
Accession Form

Transfer of records from
Office/Department: Department of Creative Services
Faculty/Staff Member: As. Ellen J. Turner
Phone: 997-5920
Email: ellen.turner@qc.cuny.edu

To the Department of Special Collections and Archives, Queens College Libraries

Accepted By:
Don Brenner / Institutional Archivist
Print Name / Title

Date: 7/23/2015

Description of Property and any accompanying restrictions on access or use:

Assignment: appraisal report

Requirements:

1. Background
2. Methodology
3. Evaluation
 - a. Content
 - b. Structure
 - c. Context
 - d. Use
4. Recommendation
5. Reflection (200-500 words)