

SELF-ASSESSMENT WORKSHEET

OBJECTIVE: Community Archiving

STEPS (archiving is an ongoing process, these are general steps to be undertaken)	EST. TIME	NOT STARTED	IN PROGRESS	COMPLETE
RESEARCH: Research existing archives that have archival documents and records on your community, family, church or organization.				
POLICIES AND PROCEDURES: Develop paperwork for donations-deed of gift and oral histories release form. Creating policies including collection development, disaster preparedness, digital preservation policy, and a researcher access policy.				
ACQUISITION: Acquire documents for archival project from individuals and organizations/institutions. Have individuals sign deed of gift.				
DOCUMENTATION AND DESCRIPTION: Identify people, locations, and dates of photographs and documents.				
SUPPLIES AND EQUIPMENT: Purchase archival supplies (folders, boxes, photographic sleeves, etc.) to store and preserve historic documents. Purchase equipment and storage (i.e. scanners, hard drives, shelves, etc.).				
STORAGE AND PRESERVATION: Locate appropriate storage location for physical and digital records. Archival storage should be away from water and heat sources, and low humidity.				
ARRANGEMENT: Create an arrangement of archival documents. Archives are hierarchical so you would create a structure.				
DIGITIZATION AND MIGRATION: If you are going to digitize/scan documents or photographs. Make sure you have three copies of materials in separate locations, create a file naming structure, and follow best practices for digital preservation.				
BORN-DIGITAL RECORDS: Consider documents, images, videos that only exist in digital form. You				
DESCRIPTION AND ACCESS: Create an inventory of the collection so folk know what you have.				

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INTERPRETATION: Create a theme about your community or location/institution. The purpose is to connect visitors with the resource.				
ACCESS: Research options and develop a website or content management system to display historic records. Decide if you will have in-person or virtual access to the archive. Who will have access. Will you charge?				
OUTREACH: Develop a plan for informing individuals about your archive				