



ARCHIVAL APPRAISAL POLICY

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1.0 POLICY STATEMENT

Archival appraisal shall be performed in accordance with the Standard of Practice for Archival Appraisal.

2.0 POLICY OBJECTIVE

The objective of this policy is to provide a framework for implementing the Standard of Practice for Archival Appraisal.

3.0 APPLICATION

This policy applies to the Provincial Archivist; the Manager, Archival Holdings Management; and all archivists in the Archival Holdings Management Division.

4.0 POLICY DIRECTIVES

- 4.1 Archival appraisal must take place before, and may also take place after, acquisition.
- 4.2 In archival appraisal the presumption always lies in favour of destruction; archival retention must be justified.

5.0 POLICY GUIDELINES

- 5.1 The focus of archival appraisal is not the medium, whether general or specific (e.g., graphic materials, photographs), genre (e.g., business records), form of material (e.g., memoranda) or information content of the records, but the context of their creation and use.
- 5.2 The level of archival appraisal may vary among the parts of a fonds.
- 5.3 A record requiring permanent retention because of its continuing legal, audit or reference value is not necessarily archival.
- 5.4 A transitory, or ephemeral, record (e.g., a convenience copy) is not archival.
- 5.5 Archival sampling may be performed on records in all media, including multiple media.
- 5.6 More than one archival sampling method may be applied to the same series, provided the

systematic sample is taken first.

6.0 ACCOUNTABILITY

6.1 **Archivists** are responsible for:

- (i) performing appraisals in accordance with the Standard of Practice for Archival Appraisal;
- (ii) creating the appraisal record in electronic form according to the prescribed data content and structure;
- (iii) communicating the completed appraisal record to the Manager of the Archival Holdings Management Division for approval;
- (iv) implementing the authorized appraisal in a timely manner.

6.2 The **Manager, Archival Holdings Management**, is responsible for:

- (i) approving completed appraisal records;
- (ii) communicating approved appraisal records to the Provincial Archivist for authorization;
- (iii) notifying the appraising archivist that the approved appraisal has been authorized;
- (iv) ensuring that the authorized appraisal is implemented in a timely manner.

6.3 The **Provincial Archivist** is responsible for:

- (i) authorizing appraisal records approved by the Manager, Archival Holdings Management;
- (ii) notifying the Manager, Archival Holdings Management, that the approved appraisal record has been authorized;
- (iii) providing, as far as possible, the resources necessary to ensure the timely application of the Archival Appraisal Policy.

7.0 REFERENCES

Public Archives Act

NSARM Archival Acquisition Policy

NSARM Archival Appraisal Scheduling Policy and Guidelines

NSARM Archival Reappraisal Policy

NSARM Standard of Practice for Archival Appraisal

8.0 APPENDIX (Glossary)

Appraisal. The process of determining whether records are archival. *See also* **Reappraisal**.

Archival unit. The body of material existing after and as a result of appraisal.

Reappraisal. The process of evaluating archival holdings to determine which units should be retained and which should be disposed of; functionally the same as **Appraisal**.

Sampling (archival). The selection, by varying methods, of files or items from a (sub)series made in such a way that, when taken together, the records selected comprise an archival unit.

Sampling (systematic). A “blind”, representative or quantitative archival sampling method based on the pattern of arrangement of an homogeneous (sub)series, and without regard to the substantive information in the units being sampled. There are three forms of systematic sampling: alphabetical, numerical and chronological.

Selection. The action, performed during **Appraisal**, of separating archival records from non-archival ones.