

## Check List for Archives

*Answering these questions should help groups starting-up, looking for funding or creating partnerships*

	<u>Questions</u>	<u>Important considerations</u>	<u>Tick List</u> Question researched Y/N?	<u>Notes/future actions</u>
<b>THE ARCHIVE</b>				
1.	What do you want to achieve with the archive? What is the archive going to record/preserve?	1a. Is it going to be personal or public? 1b. What type of material will be archived? Documents/records, artefacts, photos, digital images? 1c. What will the main activities be?		
2.	What is important/valuable/unique about the collection?	2a. Why is the archive needed? 2b. Are there gaps in this field?		See the collection strategy section on: <a href="http://www.nationalarchives.gov.uk/archives/collection-strategies.htm">www.nationalarchives.gov.uk/archives/collection-strategies.htm</a>
3.	Who will use the archive?	3a. Who will look at the archive? 3b. Is it age group specific e.g. children? 3c. Have you made its scope as wide as possible?		
4.	Is the archive unique in the area?	4a. Is anyone else doing anything similar in the area? 4b. What themes, formats, sectors are already covered? 4c. Could you create a joint archive/project?		See list of archives: <a href="http://www.nationalarchives.gov.uk/nra">www.nationalarchives.gov.uk/nra</a>
5.	Does the archive have community support?	5a. Will the local community help? 5b. Is there enough local support to keep the archive running over several years?		
6.	Have you made sure you are not infringing regulations?	6a. Regulations include: data protection, confidentiality, copyright.		

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<b>Storage, Display and Safe Custody</b>				
7.	Where will the archive be kept?	7a. Do you have suitable storage space?		<i>For guidance contact: <a href="mailto:asd@nationalarchives.gsi.gov.uk">asd@nationalarchives.gsi.gov.uk</a></i>
8.	How will you safeguard the material?	8a. Is the material safe from: fire, flood, damp, theft, damage, poor environment? 8b. For web based archives is back up in place and regularly updated?		<i>For guidance see: <a href="http://www.communityarchives.org.uk/page_id_497_path_0p4p59p.aspx">www.communityarchives.org.uk/page_id_497_path_0p4p59p.aspx</a></i>
9.	Do you have sufficient physical space for the archive?	9a. Space considerations include: Display/Visitor/researcher space? Expansion? Long term storage?		
10.	Will there be a website?	10a. What will the website cover? 10b. Who will maintain the website? 10c. Do you have funds for website fees? 10d. Has the website been designed to cover all needs – video, audio, text, pictures?		
11.	Technical limitations?	11a. Does the collection rely on technology for access? 11b. will the technology carry on or will updates be need?		
12.	Cataloguing?	12a. Have you got a cataloguing system that meets professional needs?		<i>For guidance see: <a href="http://www.communityarchives.org.uk/category_id_60_path_0p4p.aspx">www.communityarchives.org.uk/category_id_60_path_0p4p.aspx</a></i>

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<b>Ownership</b>				
13.	Who will own the archive?			
14.	Who will have financial responsibility/liability for the archive?			

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<b>Skills</b>				
15.	Do you have sufficient knowledge to set up/run the archive?	15a. Do you have 'in house' skills or will these skills need to be brought in? ( <i>e.g. professional archivist/web designer/management/publicity/staff</i> )? 15b. Have you discussed the project with archivists and other professionals?		
16.	Do you need a business/development plan?			<i>From the start make sure that any plan is detailed enough to meet the needs of funding applications</i>
17.	Have you identified all costs?	17a. Are there set up and running costs? 17b. Do you have funding and a contingency? 17c. Have you investigated possible grants/donors/general fund raising methods?		

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<b>Survival</b>				
18.	Does the archive have a long term future?			
19.	How will the archive carry on when the current enthusiasts retire?			
20.	Do you have an exit strategy?	20a. Where will any material go? 20b. Who will be responsible for any funds/debts?		

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<b>Partnership, Funding, Sponsorship</b>				
21.	Who should be approached for professional advice?	21a. Can you create a long term partnership to ensure the archive meets professional standards?		
22.	What grants are available?	22a. Have you done a search to see what sources of funding are available? 22b. Have you looked at application forms? 22c. Are you making sure that you are covering key considerations on these forms as you go along? <i>(Repeating work is tedious!)</i>		
23.	Will anyone sponsor your archive?	23a. Are there any businesses/manufacturers in your area that might offer sponsorship? 23b. Have any specific family names been linked with the material in your archive?		
24.	Is there a local community interest in the material in the archive?			