# Session four: Making the appraisal decision Practicum

LBSCI 730 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.

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

- 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

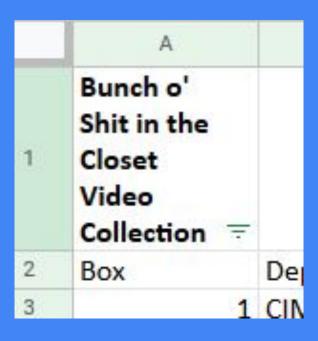
- Assessment of the records:
  - Context:
    - How the records relate to each other
    - How the records relate to other records
      - Records created by same entities
      - Similar records
    - Relevant laws, regulations, policies

- 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:

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



Queens College Institutional Archives	
Accession Form	
Transfer of records from	
Office/Department: Department of Creative Service	61
Faculty/Staff Member: Bs. Eller J. Tyrner	
Phone: 997 - 5920	
Email: ellen. turner @gc. cuny, ed	ч
To the Department of Special Collections and Archives, Queens Co	
Accepted By:	
Dan Brenner / Institutional Acchivist	
Print Name / Title	The State of
Date: 7 / 23/2015	
Description of Property and any assemble vine restrictions on assess	

# 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)