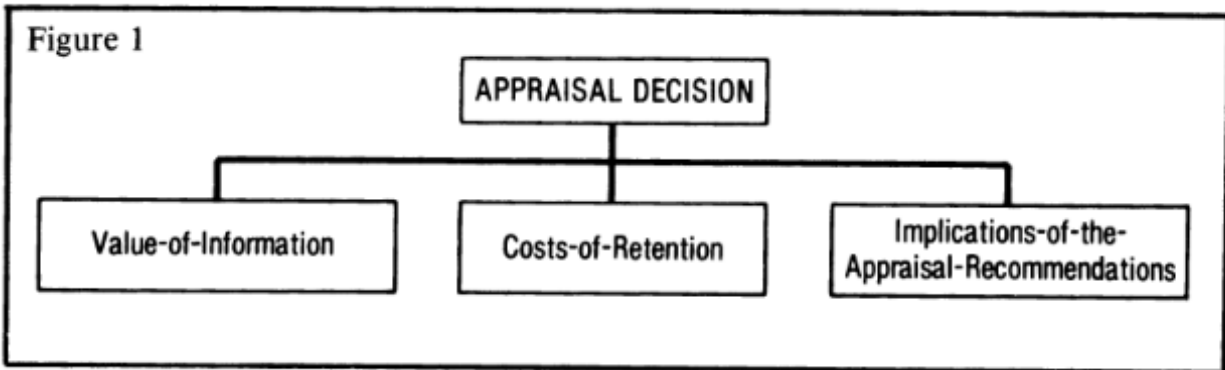


Boles and Young **Black Box Methodology**



Appraisal decision:

1. Value of information:
  - a. Circumstances of creation
    - i. Position in organization
    - ii. Unit activities
    - iii. Record function
  - b. Analysis of content
    - i. Practical limitations
      1. Legibility
      2. Understandability
    - ii. Duplication
      1. Physical
      2. Intellectual
    - iii. Topical analysis

1. Time span
2. Creator's relationship to topic
3. Level of detail
4. Character of information
5. Quality of information

c. Use of the records

i. User interest

1. Clientele
2. Research trends methodologies

ii. Access restrictions

1. Source
2. Repository

2. Costs of retention:

a. Storage

- i. Amount
- ii. Type

b. Processing

- i. Level of expertise
- ii. Cost of supplies
- iii. Quantity of work

c. Conservation

- i. Level of expertise
- ii. Cost of supplies
- iii. Quantity of work

- d. Reference
  - i. Level of expertise
  - ii. Quantity of work
- 3. Implications of the appraisal recommendations:
  - a. Political considerations
    - i. Source of accession
      - 1. Authority & influence
      - 2. Records assessment discrepancy
    - ii. Other persons
      - 1. Authority & influence
      - 2. Records assessment discrepancy
  - b. Procedural precedents
    - i. Value of information
      - 1. Circumstances of creation
      - 2. Analysis of content
      - 3. Use of records
    - ii. Costs of retention
      - 1. Storage
      - 2. Processing
      - 3. Conservation
      - 4. Reference