CHAPTER 3
MANAGEMENT OF ARCHIVES ADMINISTRATION

3.2 APPRAISAL OF ARCHIVAL MATERIALS

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- **Appraisal refers** to the process used to **assess records** and **to determine** determining the archival value of possible acquisitions and their suitability **to keep permanently** for your institution.

- Before **accepting any material**, whether donated, loaned, transferred, or purchased, you need to **determine if it is worth bringing** into your archives.

- Appraisal involves examining how something fits into an archival collection.

  - Do the specific materials being considered belong at this collecting institution?

  - Do they belong at another institution?

  - Are the materials worth saving at all or should they just be thrown away?

▪ **Do the specific materials being considered belong at this collecting institution?**

To judge the value of a collection, first determine what is important to keep for **administrative, legal, or fiscal purposes**. These types of records are usually found in an institutional, business, or government archives.

Then, determine if there is any **historical importance** to the records. View the records as products of the activity for which they were created.

- **Do they belong at another institution?**

Archivists **do not save everything,** and a good archivist **will not add materials** to their collection that are better suited **to another institution's mission**.

It is important to **have a collection development policy** in place before appraising archives so that you have a thorough understanding of the scope of your collections and the collections of others in your community.

▪ **Are the materials worth saving at all or should they just be thrown away?**

Sometimes the actual record itself is of **value and not just the information** contained within the record.

For example: first picture has been taken using polaroid or first newspaper that has been published in Malaya.

The records are said to have intrinsic value that may include **monetary worth** but may also describe something with **sentimental** or some other **intangible worth**.

Here are some points to consider:

- **When** were records created?

- **Why**? **What** was / is important about the content or the creator?

- Do the records provide **significant information** about people, places, or events defined in your collection development policy?

- Is this information **useful** to your researchers?

- Does this collection contain information about a **time period** or group that is under-documented?

- Are the records **rare**?

- How do these records **relate to others in your collections and community**?

- There is **no convenient formula** for appraising archival material; each group of records must be assessed in relation to **the criteria** listed below :-

1. Administrative value	7. Time span
2. Age	8. Accessibility
3. Quantity	9. Use
4. Types of material	10. Reappraising
5. Uniqueness	11. Accessioning-getting control
6. Physical quality	12. De-accessioning/Disposal

Administrative value

- Is the record's importance to the organization that created it?
- Vital to its creator for administrative, financial, legal, or other reasons?
- Do the documents prove legal or civil rights?
- Do any statutes or by laws require that the records be kept?
- Is the institution unable to operate without those documents?
- records will be kept for their legal and administrative duration?

Age

- How old is the material?
- Benefit or a drawback to its value?
- It is in poor physical shape it may be expensive to care for?
- Date of creation within the chronological boundaries?

Quantity

- How much material is there?
- Is there too much to keep?
- What is important and what isn't?

Types of Material

- Some types of material are more useful than others, because they contain more information
- Correspondence, diaries, or memoirs more valuable rather than invoices or worksheets.

Uniqueness

- Is this material one-of-a-kind?
- Can the information be found in any other source, published or unpublished?

Physical quality

- Is the item in good or poor physical condition?
- Is it readable, understandable, clear?

Time span

- Do the files contain non-archival records?
- What are the cost considerations for long-term maintenance of the records?

Accessibility

- Are there any restrictions or conditions on the use of the documents?
- Are inhibit the use of the material?
- Any creator's right to privacy?

Use

- How often will the material be used, and what for?
- Do consider who is likely to use your documents, and why?
- Does the archival material fit your policy?
- Does duplicate information already available?

Reappraising

- Values and standards change with time
- If a box of documents hasn't been opened in ten years, you might re-evaluate its research value.
- If you choose to remove material already in your archives, you may de-accession it.

Accessioning-getting control

- Process of transferring records into the custody of the archival institution from their initial identification until their final placement in the archival repository

De-accessioning/Disposal

- De-accessioning means removing items permanently from the archives.
- No relationship, useless, or irrelevant books may be taking up valuable space.
- Carried out in accordance with written policy and after careful consideration and consultation with other archivists and with experts in the area of concern.

APPRAISAL PROCESS:

- **Separate records from non-records**. When separating records, keep track of records series, collect key record information, and weed out obvious duplicates.

- **Group** similar records together.

- Create records **retention schedules** based on the value of the records.

- **Re-house the records**. Use boxes and folders, as necessary.

- Compile a detailed **inventory** of the records.

BENEFITS OF APPRAISING RECORDS

Appraisal process used to assess records and to determine those to keep permanently. The benefits of appraising records are:

- maintaining records management systems by limiting their contents to only those records which are of continuing value for business and archival purposes,

- enabling the controlled destruction of those which are not

- ensuring that pertinent material is retained for as long as it is necessary

- allowing departments to be accountable for the management of resources and policymaking to the public

- enabling efficient and effective organizational of record collections

THANK YOU