

MAPPING ARMS TO THE ARCHIVE ACCREDITATION STANDARD

ARMS has been mapped to the UK Archive Service Accreditation Standard

1. ORGANISATIONAL HEALTH

- 1.1 Mission Statement
- 1.2 Governance and Management Structures
- 1.3 Forward Planning
- 1.4 Resources: buildings
- 1.5 Resources: finance
- 1.6 Resources: workforce

2. COLLECTIONS

- 2.1 Collections Management
- 2.2 Collections Development
 - 2.2.1 Policies on collections development
 - 2.2.2 Collections development plans
- 2.3 Collections Information
 - 2.3.1 Policies on collections information
 - 2.3.2 Collections information plans
 - 2.3.3 Core collections information procedures
- 2.4 Collections Care and Conservation
 - 2.4.1 Policies on collections care and conservation
 - 2.4.2 Collection care and conservation plans
 - 2.4.3 Procedures for routine collections care
 - 2.4.4 Procedures and plans for disaster and recovery

3. STAKEHOLDERS AND THEIR EXPERIENCES

- 3.1 Access Policies
- 3.2 Access Plans and Planning
 - 3.2.1 The archive service understands its community
 - 3.2.2 The archive service has effective methods in place to analyse existing stakeholder needs
 - 3.2.3 The archive service has documented plans to improve access and engagement
- 3.3 Access Information, Procedures and Activities
 - 3.3.1 Practical information on how to access collections and services
 - 3.3.2 Effective, documented user access procedures are in place
 - 3.3.3 A variety of means of access are available

THE ARMS QUALITY INDICATORS

- QI 1. Create and Maintain Trustworthy Records
- QI 2. Protect Rights and Interests
- QI 3. Make sure our records and archives survive as long as required
- QI 4. Help people find and use our records and archives
- QI 5. Work with our community
- QI 6. Leadership and Management
- QI 7. Ethos and values

HIGH LEVEL MAPPING

Shading indicates where ARMS can contribute to achieving Archive Service Accreditation

ARCHIVE SERVICE ACCREDITATION STANDARD	QI1	QI2	QI3	QI4	QI5	QI6	QI7
1. Organisational Health							
2. Collections							
3. Stakeholders and their Experiences							