Keep it safe

Integrating the archiving process into working practice

1. Have responsible person/s in the organisation been identified to:
- oversee record keeping and archiving?
- transfer material to the archive?

Details
Action required? No ☐ Yes ☐

2. Is there a plan for how and when different types of material will be transferred to the archive?

Details
Action required? No ☐ Yes ☐

3. Has this plan been written into a formal document?

Details
Action required? No ☐ Yes ☐

4. Are all workers such as, paid staff, volunteers, Board members etc, aware of their role and responsibility in the archiving process?

Details
Action required? No ☐ Yes ☐

Keep it safe

5. Are there processes in place to review:
- how well the archiving plan is working?
- if the archiving plan is being used correctly?

Details

Action required? No ☐ Yes ☐

Our action plan