PROVINCIAL
ARCHIVES OF
SASKATCHEWAN

Accreditation Checklist

Please make sure your institution meets all the accreditation criteria before completing the following questionnaire.

Attach the completed checklist to your accreditation request along with all necessary policies and procedures and send it to the Provincial Archivist.

□ Records Management Coordinator appointed

□ Responsibility for filing defined and assigned
(circle the one that applies to your agency)

> Central filing position
> > Or
> Each person responsible for their own filing
> > Or
> A combination of the above

□ Designated Records Officer (DRO) (responsible for signing off on the disposal of all records) appointed.

□ Institution-wide ORS approved by the Public Records Committee in the required format.

□ Institution-wide ORS and ARMS2014 implemented
All records are classified in accordance with ORS and ARMS, including digital records (i.e. email and data managed by databases).

> □ Audit by IMU completed
> □ Staff trained in the use of ORS and ARMS2014

□ Institution-wide Records Management Policy established and reviewed by the Provincial Archives of Saskatchewan. *Please attach a copy of the policy*.

□ Filing policies/procedures established including file naming conventions for both paper and digital records and any other filing procedures (e.g. year-end file maintenance, etc.).
Please attach the documents outlining the above policies/procedures or provide a brief description.

□ Source document disposal policy and procedures established for any official records that are scanned/imaged. *Please attach the policy.*

□ Procedures established for disposal of both official and transitory records. *Please attach the procedures.*

□ Procedures and policies for the management of all digital records established including a migration strategy, strategies for maintaining records with long-term retentions, etc.
Please attach the document outlining the above procedures or provide a brief description

Which method is used to manage digital records?
(circle the one that applies to your agency)

Electronic Document and Records Management System (EDRMS)
Or
Electronic File Directory
Or
Print and File Policy

Does your institution have its own IT environment or is it serviced by the Information Technology Division of the Ministry of Central Services?

□ Procedures established to manage semi-active records (inventories of records maintained, off site storage transfer numbers, file types, software environments, hardware requirements, a migration strategy for semi-active digital records, etc). *Please attach the documents outlining these procedures or provide a description.*

□ Security procedures established for paper and electronic records, including back-up procedures for electronic records, access permissions and measures to protect personal information where it exists.
Please attach the documents outlining these procedures or provide a brief description.