The Universal Declaration on Archives Evaluation Tool

Refer to the “Guidelines for using the Universal Declaration on Archives Evaluation Tool” for information on how to fill out and use this form.

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| **UDA Statement 1**  Records and archives record (and provide evidence of) decisions, actions and memories | | |
| **Have all records been identified?** | Yes | Provide details of how records are identified and documented |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Have all archives been identified?** | Yes | Provide details of how archives are identified and documented |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Do they provide evidence of decisions, actions and memories?** | Yes | Give details of how archives and records provide evidence of decisions, actions and memories |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Is anything missing?** | No |  |
| Yes | Provide details of what is missing |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 2**  Archives are a unique and irreplaceable heritage passed from one generation to another | | |
| **Are the archives being protected?** | Yes | Provide details of how archives are protected |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Are safeguards in place to ensure that the archival holdings are provided for in future?** | Yes | Provide details of safeguards to ensure that the archival holdings are provided for in future |
|  | No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Are records held securely?** | Yes | Provide details of how records are held securely |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Have all archives been identified?*** | | *Part of questions under statement 1* |

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| **UDA Statement 3**  Records are managed from creation to preserve their value and meaning | | |
| **Are controls in place to manage records and archives from creation (or even before)?** | Yes | Provide details of the controls in place to manage records and archives from creation |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 4**  Archives are kept permanently | | |
| **Are archival records clearly marked for permanent preservation?** | Yes | Provide details of how archives are marked for permanent preservation |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Are safeguards in place to ensure that the archival holdings are provided for in future?*** | | *Part of questions under statement 2* |

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| **UDA Statement 5**  Records are authoritative sources of information underpinning accountable and transparent administrative actions | | |
| **Are authoritative records being created and maintained?** | Yes | Give details of how authoritative records are created and maintained |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Do they provide evidence of decisions, actions and memories??*** | | *Part of questions under statement 1* |
| ***Is anything missing?*** | | *Part of questions under statement 1* |

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| **UDA Statement 6**  Archives play an essential role in the development of societies by safeguarding and contributing to individual and community memory | | |
| **Do the archives safeguard and contribute to individual and community memory?** | Yes | Provide details of how the archives safeguard and contribute to individual and community memory |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 7**  Open access to records and archives enriches our knowledge of human society, promotes democracy, protects citizens’ rights and enhances the quality of life. | | |
| **Are the archives accessible to the public?** | Yes | Provide details of how archives are made accessible to the public |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Are the records subject to access to information legislation or otherwise made available to the public?** | Yes | Provide details of how the records are made available to the public |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 8**  Records and archives uniquely provide authentic evidence of administrative, cultural and intellectual activities. | | |
| **Are authentic records being created and maintained?** | Yes | Provide details of how authentic records are created and maintained |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Are authoritative records being created and maintained?*** | | *Part of questions under statement 5* |
| ***Do they provide evidence of decisions, actions and memories?*** | | *Part of questions under statement 1* |
| ***Is anything missing?*** | | *Part of questions under statement 1* |

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| **UDA Statement 9**  Records and archives uniquely reflect the evolution of societies | | |
| **Are non-records present in the organisation, have they been identified?** | Yes | Provide details of non-records, how they are identified and managed |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 10**  Records are necessary to support business efficiency, accountability and transparency, to protect citizens’ rights, to document the present to guide future actions | | |
| **Is information governance in place?** | Yes | Give details of how recordkeeping supports individuals’ and citizens’ rights |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Is business properly supported by recordkeeping?** | Yes | Provide details of how business is supported by recordkeeping |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Are individuals’ and citizens’ rights protected?** | Yes | Provide details of the information governance regime |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Have all archives been identified?*** | | *Part of questions under statement 1* |
| ***Are the archives being protected?*** | | *Part of questions under statement 2* |
| ***Are safeguards in place to ensure that the archival holdings are provided for in future?*** | | *Part of questions under statement 2* |

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| **UDA Statement 11**  Records and archives are necessary to establish individual and collective memory, to understand the past, and to guide (current and) future actions | | |
| **Do the records serve to inform about past actions and decisions such that current and future actions and decisions build upon, rather than reinvent the past?** | Yes | Provide details of how records serve to inform about the past to support current and future business |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Is business properly supported by recordkeeping?*** | | *Part of questions under statement 10* |
| ***Do the archives safeguard and contribute to individual and community memory?*** | | *Part of questions under statement 6* |
| ***Have all archives been identified?*** | | *Part of questions under statement 1* |
| ***Are the archives being protected?*** | | *Part of questions under statement 2* |
| ***Are safeguards in place to ensure that the archival holdings are provided for in future?*** | | *Part of questions under statement 2* |

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| **UDA Statement 12**  Archives are diverse, they record every area of human activity | | |
| **Are the archive holdings diverse and representational of all aspects of the creator’s existence?** | Yes | Provide details about how the archives are diverse and representational of all aspects of the creator’s life, work and impact |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 13**  Records and archives are created in a multiplicity of formats, including paper, electronic, audio visual and other types | | |
| **Do recordkeeping systems encompass all formats of record?** | Yes | Provide details of record formats and how they are managed |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Is there a strategy for the archives to manage records in all formats?** | Yes | Provide details of how the archives manages records in all formats |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 14**  Archivists and records managers are trained professionals (with initial and continuing education) whose role is to serve their societies by supporting the creation of records and by selecting, maintaining and making these records available for use | | |
| **Are there trained professionals to manage the archives and lead the records management function?** | Yes | Provide details of the professionals managing archives and records in the organisation |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 15**  Citizens, public administrators and decision-makers, owners or holders of public or private archives, archivists, records managers and other information specialists all have a collective responsibility in the management of archives | | |
| **Are citizens, public administrators and decision-makers, owners or holders of public or private archives, archivists, records managers and other information specialists consulted about and/or responsible for the management of the archives?** | Yes | Provide details of how these stakeholders are consulted about and share responsibility for the archives |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 16**  Appropriate national archival policies and laws should be adopted and enforced | | |
| **Are there national archival laws (eg archive or public records act, access to information, open data, data protection with provision for retention of archives, copyright legislation providing for archival needs) and policies in place?** | Yes | Provide details of national law and policy pertaining to archives |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| **Are the appropriate national archival policies and laws enforced?** | Yes | Provide details of how they are enforced |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 17**  Archives and records management is valued and carried out competently by all bodies, private or public, which create and use archives and records in the course of conducting their business | | |
| **Is archives and records management valued in the organisation?** | Yes | Provide details of resources, including professionally trained personnel, allocated to support archives and records management |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Are there trained professionals to manage the archives and lead the records management function?*** | | *Part of questions under statement 14* |

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| **UDA Statement 18**  Adequate resources should be allocated to support the proper management of records and archives, including the employment of trained professionals | | |
| **Are adequate resources allocated to support the proper management of records and archives?** | Yes | Provide details of resources allocated to support archives and records management |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |
| ***Are there trained professionals to manage the archives and lead the records management function?*** | | *Part of questions under statement 14* |

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| **UDA Statement 19**  Records and archives should be managed and preserved in ways that ensure their authenticity, reliability, integrity and usability | | |
| **Are records and archives managed and preserved in ways that ensure their authenticity, reliability, integrity and usability?** | Yes | Provide details of how records and archives are managed and preserved in ways that ensure their authenticity, reliability, integrity and usability |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 20**  Records and archives should be made accessible to everyone, while respecting the pertinent laws and the rights of individuals, creators, owners and users | | |
| **In providing access to records and archives, are the pertinent laws and the rights of individuals, creators, owners and users respected?** | Yes | Provide details of how access is provided in a way that respects the pertinent laws and the rights of individuals, creators, owners and users |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

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| **UDA Statement 21**  Archives should be used to contribute to the promotion of responsible citizenship | | |
| **Are the archives used to contribute to the promotion of responsible citizenship?** | Yes | Give details of how the archives are used or can be used to promote responsible citizenship |
| No | Give reason(s) for non-compliance |
| Provide details of strategy to achieve compliance |

Margaret Crockett

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