

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.

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
<i>Have all archives been identified?</i>		<i>Part of questions under statement 1</i>

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?		<i>Part of questions under statement 2</i>

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??		<i>Part of questions under statement 1</i>
Is anything missing?		<i>Part of questions under statement 1</i>

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

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?	<i>Part of questions under statement 5</i>	
Do they provide evidence of decisions, actions and memories?	<i>Part of questions under statement 1</i>	
Is anything missing?	<i>Part of questions under statement 1</i>	

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?		<i>Part of questions under statement 1</i>
Are the archives being protected?		<i>Part of questions under statement 2</i>
Are safeguards in place to ensure that the archival holdings are provided for in future?		<i>Part of questions under statement 2</i>

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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?	<i>Part of questions under statement 10</i>	
Do the archives safeguard and contribute to individual and community memory?	<i>Part of questions under statement 6</i>	
Have all archives been identified?	<i>Part of questions under statement 1</i>	
Are the archives being protected?	<i>Part of questions under statement 2</i>	
Are safeguards in place to ensure that the archival holdings are provided for in future?	<i>Part of questions under statement 2</i>	

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

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

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

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?	<i>Part of questions under statement 14</i>	

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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?	<i>Part of questions under statement 14</i>	

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

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

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