

# *New York State Archives*

## Strengthening Archives

### Collection Policy Components and Template

*Use this form to identify the components of your organization's Collection Policy. Then, place your answers in the policy template. Remember that this policy should provide structure to decision making, but it also should be flexible and amendable as needed.*

#### **Element 1**

Name of Program:

Name of Parent Organization (if applicable):

Under what authority does your program operate or is governed? A board? Government agency? Director? Company president? Archivist?

#### ***Element 2***

What is the purpose (or mission) of the program?

#### ***Element 3***

What is the focus of the collection? Describe the topics and areas of emphasis your program specializes in. List the subjects, people, timeframes, and geographic areas your program focuses on. Also describe the specific kinds of materials your program collects.

#### **Element 4**

What formats can the repository responsibly manage? (Example: oral history interviews on cassette tape will be accepted, but we prefer that a typewritten transcript accompany them; these will have a higher collecting priority.)

#### **Element 5**

How will materials be accepted into the collections? Will records be actively sought? Who will approve acceptance of materials? Through what means will legal custody be obtained?

#### **Element 6**

Under what authority and circumstances will unwanted materials be removed from the collections? What procedures will be used to document this activity?

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### **Element 7**

Will loans of materials be made to other organization and will they be accepted by your organization? Under what circumstances? What are the general conditions of the loan and conditions for termination of the loan?