



ARCHIVAL ACCESSION POLICY

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1.0 POLICY STATEMENT

All archival acquisitions shall be documented through the creation of an accession record.

2.0 POLICY OBJECTIVES

The objective of this policy is to ensure the physical control of NSARM's archival holdings by documenting their acquisition on an accession record.

3.0 APPLICATION

This policy applies to all archivists and archival assistants in the Archival Holdings Management Division.

4.0 POLICY DIRECTIVES

- 4.1 Archivists and archival assistants must ensure that all acquisitions of archival material are documented on an accession record.
- 4.2 Archival assistants must accession, and archivists must forward to the archival assistants for accessioning, only those acquisitions which have had at least a preliminary appraisal to confirm that they contain archival material.

5.0 ACCOUNTABILITY

- 5.1 **Archival assistants** are responsible for accessioning all acquisitions of archival material and for updating the location register to reflect those accessions.
- 5.2 **Archivists and archival assistants** are responsible for ensuring that all acquisitions are documented on an accession record and have undergone at least a preliminary appraisal before being accessioned.

6.0 REFERENCES

NSARM Archival Acquisition Policy

NSARM Archival Appraisal Policy

7.0 APPENDIX (GLOSSARY)

Accession. The formal acceptance into custody of an acquisition, and the recording of such an act.

Acquisition. An addition to the holdings of an archives.

Appraisal. The process of determining whether records are archival.