



ARCHIVAL REAPPRAISAL POLICY

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TABLE OF CONTENTS

- 1.0 POLICY STATEMENT**
- 2.0 POLICY OBJECTIVE**
- 3.0 APPLICATION**
- 4.0 POLICY DIRECTIVES**
- 5.0 POLICY GUIDELINES**
- 6.0 ACCOUNTABILITY**
- 7.0 REFERENCES**
- 8.0 APPENDICES**

1.0 POLICY STATEMENT

Reappraisal shall be carried out before removing an existing unit from archival holdings in whole or in part.

2.0 POLICY OBJECTIVE

The purpose of the Reappraisal Policy is to provide a framework for the rationalization and effective management of archival holdings.

3.0 APPLICATION

This policy applies to the Manager of the Archival Holdings Management Division and all archivists within the Archival Holdings Management Division.

4.0 POLICY DIRECTIVES

- 4.1 Reappraisal shall only be performed on a unit currently forming part of archival holdings.
- 4.2 Reappraisal shall not proceed below the series level.
- 4.3 For functional documentation and procedural purposes, reappraisal shall be treated as appraisal.

5.0 POLICY GUIDELINES

- 5.1 Reappraisal may be carried out whenever any of the Reappraisal Criteria is found to apply.
- 5.2 The same policy, procedures and standards as apply to appraisal apply also to reappraisal.
- 5.3 Deaccessioned material may be transferred to another repository, in accordance with the Cooperative Acquisition Strategy of the Council of Nova Scotia Archives (CNSA).

6.0 ACCOUNTABILITY

- 6.1 **Archivists** are responsible for identifying units requiring reappraisal; for recommending reappraisal to the Manager, Archival Holdings Management Division; and for performing the recommended reappraisal once approved.

6.2 The **Manager, Archival Holdings Management Division**, is responsible for approving recommendations for reappraisal; for directing that those units so recommended be reappraised; and for approving the reappraisal once performed.

6.3 The **Archival Assistant, Archival Holdings Management**, is responsible for deaccessioning reappraised material.

7.0 REFERENCES

Government Records Act

Public Archives Act

NSARM Archival Acquisition Policy

CNSA Cooperative Acquisition Strategy

8.0 APPENDICES

8.1 Reappraisal Criteria

8.1.1 A more appropriate repository has agreed to accept transfer of the material;

8.1.2 Continuing archival retention is no longer valid under existing legislation or policy;

8.1.3 The unit contains or consists of non-archival materials;

8.1.4 The unit has been superseded or rendered obsolete by an acquisition of similar material in a preservation-quality format.

8.2 Glossary

Appraisal. The process of determining whether records are archival. See also **Reappraisal**.

Deaccessioning. The removal from archival holdings of a unit which has been reappraised.

Reappraisal. The process of evaluating archival holdings to determine which units should be retained and which should be otherwise disposed of; functionally the same as **Appraisal**.