

New York State Archives

Strengthening Archives

Arrangement Assessment Objectives

- You arrange collections in your repository according to the principles of provenance and original order
- You use a processing worksheet to document decisions about the provenance and original order of a collection, as well as any arrangement activities undertaken by your repository.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you use a worksheet to record information about provenance, original order, and processing activities when arranging a collection?				<ul style="list-style-type: none">• Create a processing worksheet• Draft procedures for processing collections and collecting information about arrangement of the materials in the collection.
Does the arrangement or records in your repository reflect their provenance and preserve their original order?				<ul style="list-style-type: none">• Examine your arrangement procedures and revise them to adhere more closely to the principles of provenance and original order
Do you have a processing manual to guide the arrangement of records?				<ul style="list-style-type: none">• Draft a processing manual to guide staff and volunteers processing collections. Include detailed information about preserving the provenance and original order of records.