



Smithsonian Institution Archives

Preservation Assessment

Collection Number: _____

Location: _____

Number of Boxes: _____

HOLDINGS MAINTENANCE

1. **Housing Needs** Percentage of items NOT on shelves, in boxes, in folders, in drawers...

What % of this collection needs housing?

None	<25%	25-75%	>75%
0	1	2	3

2. **Housing Materials** Percentage of the collection in acidic or poor quality boxes, folders, envelopes, binders, plastics...

What % of this collection has inappropriate materials?

None	<25%	25-75%	>75%
0	1	2	3

3. **Positioning of Records** Percentage of the collection that is slumped, too full, too loose, too messy...

What % of this collection is poorly positioned?

None	<25%	25-75%	>75%
0	1	2	3

4. **Difficult Formats/Sizes** Percentage of the collection that is damaged by the box being too small or too large (rolled, folded, poorly oriented)...

What % of this collection has format problems?

None	<25%	25-75%	>75%
0	1	2	3

5. **Damaging Attachments** Percentage of the collection with staples, clips, tape adhesive, rubber bands, velobinders...

What % of this collection has inappropriate attachments?

None	<25%	25-75%	>75%
0	1	2	3

PHYSICAL CONDITION

1. **Physical Damage** Percentage of the collection with consistent damage such as stains and dirt, losses to the paper, brittleness, or age ...

What % of this collection is physically damaged?

None	<25%	25-75%	>75%
0	1	2	3

2. **Unstable Materials** Percentage of the collection containing known unstable materials such as newsprint, film, color photographs, thermofax, architectural papers, scrapbooks, magnetic media...

What % of this collection is unstable?

None	<25%	25-75%	>75%
0	1	2	3

Additional actions taken:

- Preservation intervention
Turn the form over to complete the preservation intervention data sheet
- Preservation Flag (for mold, pests, or conservation treatment)
- Enter data into CMS

Always turn in this form to the Preservation Manager when completed.

Assessor: _____

Date: _____

Comments: _____
