

PRESERVATION PRIORITY WORKSHEET
 Series/Collection Name _____

Priority Score : _____
 Location: _____ Bulk Dates: _____

Part II of Preservation Selection -- Risk Assessment

1. Holdings Maintenance Need

Raw Score: Many = 1, Some = 3, Few = 10, None = 15

	Raw Score	+	Weighting Factor	=	Sum
Q1. Housing Needed	_____	+	1	=	_____
Q2. Inappropriate Housing	_____	+	3	=	_____
Q3. Poor Positioning of Records	_____	+	5	=	_____
Q4. Difficult Formats/Sizes	_____	+	7	=	_____
Q5. Damaging Attachments	_____	+	10	=	_____
					Total Score _____

Holdings Maintenance

Need Score
 A = High (31- 55) (house)
 B = Moderate (56- 80)
 C = Low (81-101)

2. Level of Use

Q6. Evidence of Past Use _____
 Q7. Estimate of Future Use _____
 A=High, B=Moderate, C=Low

Use Matrix

	A-High		
Past/Current Use	B-Mod.		
	C-Low		

Anticipated Use

A-High B-Mod. C-Low

	A	A	B
	A	B	C
	B	C	C

Use Score

A = High
 B = Moderate
 C = Low

3. Level of Exposure

A measure of Holding Maintenance and Use

Exposure Matrix

	A-High		
Holdings Maintenance Needs Score	B-Mod.		
	C-Low		

Use Code

A-High B-Mod. C-Low

	A	A	B
	A	B	C
	B	C	C

Exposure Score

A = High (duplicate)
 B = Moderate
 C = Low

4. Physical Condition

Structural soundness in terms of the ability to be used.
 Q8. Amount of damage or deterioration: _____
 Q9. Amount of highly unstable materials: _____
 (A=High, B=Moderate, C=Low)
 Emergency: wet, volatile, flaking, mold ... _____
 High: 2/3rds rolled, etc.

Condition Matrix

Amount of Highly Unstable Materials

	A-High		
	B-Mod.		
	C-Low		

Existing Deterioration

A-High B-Mod. C-Low

	A	A	B
	A	B	B
	A	B	C

Condition Score
 A = Poor (treat)
 B = Moderate
 C = Good

5. Level of Risk

A measure of Exposure and Condition

Risk Matrix

Condition Code

	A-High		
	B-Mod.		
	C-Low		

Exposure Code

A-High B-Mod. C-Low

	A	A	B
	A	B	C
	B	C	C

Risk Score
 A = High (treat, house, dupl.)
 B = Moderate
 C = Low

Part III of Preservation Selection -- Preservation Priority

1. Overall Value Score as determined from Part I: _____

A measure of Evidential Value and Informational Value.

(Intrinsic value pertains to the artifactual, monetary, symbolic, or sentimental value of the record. If intrinsic value is also high, decide if the Final Overall Value Score should be adjusted one higher.)

2. Preservation Priority Score

A measure of Value and Risk

Preservation Matrix

Overall Value Code

	A-High		
	B-Mod.		
	C-Low		

Risk Code

A-High B-Mod. C-Low

	1	2	5
	3	4	6
	7	8	9

Final Overall Value Score
 A = High
 B = Moderate
 C = Low

Priority Score
 A = High (1-3)
 B = Moderate (4-6)
 C = Low (7-9)

Note: The following information influences treatment, housing and duplication needs, so please note percentage where applicable

Formats	single/sets of sheets	bound volumes	tapes	disks	other
Substrate	acidic paper/board	tracing	coated	photograph	colored
Media	acidic	friable	fugitive	soluble	graphic image
Condition	mold	pests	rolled/folded	p.s.tapes	dirt